MULTIPLE DISTRICT 27
STATE POLICY & PROCEDURE MANUAL

Last Revised March 2, 2019
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INTRODUCTION

LIONS CLUBS INTERNATIONAL
MULTIPLE DISTRICT 27
POLICY & PROCEDURE MANUAL

PURPOSE
This Policy & Procedure Manual was developed as a written reference to provide guidance and consistency in the conduct of Multiple District 27 affairs. Additionally, these policies and procedures are intended to help Multiple District 27 operate effectively and efficiently by documenting norms, and preventing confusion and conflict.

SUBORDINATION
These policies and procedures are supplementary to the Constitution and Bylaws of both Multiple District 27 and Lions Clubs International. Should a conflict occur, the Multiple District 27 or Lions Clubs International Constitution will overrule the applicable policy or procedure.

Newer versions of these policies and procedures supersede all previous versions.

APPLICATION
These policies and procedures apply to all Multiple District 27 Lions and Lionesses, employees, and attendees at Council of Governor meetings unless otherwise noted. Where specified, some policies also apply to spouses/companions of Lions and Lionesses.

Every effort has been made to be clear when positions are named. For example, District Governor refers to a current District Governor, not a District Governor-Elect.

EXCEPTIONS TO POLICIES OR PROCEDURES
Exceptions to policies or procedures may be granted by the current Council of Governors by a majority vote of those District Governors in attendance at a meeting called by the Council Chairperson. This meeting may be of any acceptable format described in this document.

Should exceptions to policies and procedures become frequent, the applicable policy or procedure should be reviewed for potential revision.

FAILURE TO COMPLY
The Council of Governors is responsible to take appropriate action in the event these policies and procedures are not complied with.

DUTY TO REPORT
Infractions of these policies and procedures should be reported to a current District Governor and/or the current Council Chairperson.

ACRONYMS
To conserve space many acronyms familiar to Lions and Lionesses, along with some new acronyms, are used throughout this Manual. A Glossary of all acronyms used follows this Introduction.
FORMS
Forms that are commonly used by Wisconsin Lions are located in a separate appendix near the end of this Manual.

POLICY HISTORIES
A Policy History Archive has been created at the end of this Manual to document in a brief form the histories behind changes that were made to these policies.

Some of the policies that were developed from 1984-2018 were eliminated; the histories were included in the archives.

Histories are listed alphabetically by their titles, not by policy number as all numbers were revised in 2018.

The 1984-85 Council of Governors authorized the creation of this Manual; the first edition was completed during the term of the 1985-86 Council of Governors. Both Councils should be given credit for their foresight creating this document.

In order to improve usability, a major reworking (format, content and numbering) of this Policy & Procedure Manual was implemented by the 2017-18 Council of Governors.
TERMS/ACRONYMS

LIONS POSITIONS
CC – Council Chair
CC-E – Council Chair Elect
CS/T – Cabinet Secretary/Treasurer
DG – District Governor
DG-E – District Governor–Elect
ID – International Director
IP – International President
IPDG – Immediate Past District Governor
IPID – Immediate Past International Director
IPIP – Immediate Past International President
VP – International Vice President – 1st, 2nd & 3rd
PCC – Past Council Chair
PDG – Past District Governor
PID – Past International Director
PIP – Past International President
RC – Region Chair
VCC – Vice Council Chair
VDG – Vice District Governor – 1st & 2nd
VDG-E – Vice District Governor–Elect
WLF Dir. – Wisconsin Lions Foundation Director
ZC – Zone Chair

GST – Global Service Team
LCI – Lions Clubs International
LCIF – Lions Clubs International Foundation
LEBW – Lions Eye Bank of Wisconsin
LEHP – Lions Eye Health Program
LPEF – Lions Pride Endowment Fund
MD – Multiple District
PDGO – Past District Governors Organization
WLF – Wisconsin Lions Foundation
YE – Youth Exchange

AWARDS & RECOGNITIONS
BSF – Birch–Sturm Fellowship
KOSF – Knight of Sight Fellowship
MJF – Melvin Jones Fellowship
RHIF – Ray Hempel Fellowship
HLSSA – Helmer Lecy Sight Service Award

MISCELLANEOUS
C&BL – Constitution & Bylaws
P&PM – Policy & Procedure Manual

ORGANIZATION/PROGRAMS
COG – Council of Governors
DFG – Diabetes Focus Group
GAT – Global Action Team
GLT – Global Leadership Team
GMT – Global Membership Team
POLICY 1 – POLICY & PROCEDURE MANUAL REVISIONS

Section 1: Submission Guidelines

A. Any proposed MD27 P&PM additions, changes or updates must be submitted electronically to the COG Policy Committee no later than 30 days prior to the next scheduled COG Meeting.

B. The COG Policy Committee will work with the MD27 C&BL Committee to ensure that the proposed policy submissions are not in conflict with either the LCI or MD27 C&BL

ADOPTED: 7/21/2012 - former Policy G-2

LATEST UPDATE: 7/1/2018

Section 2: Housekeeping Changes

All housekeeping changes (e.g. spelling, grammar, punctuation, spacing, lettering/numbering) must be approved by the Policy Committee before being made by the State Office Staff. Housekeeping changes may be made at any time without having to record the changes in the specific policy history.

ADOPTED: 7/1/2018

END OF POLICY 1
POLICY 2 – MD27 OPERATIONS

Section 1: Whistle Blower

LCI and MD27 expect all Wisconsin Lions, employees, volunteers and contractors to uphold high standards and personal ethics in the conduct of their duties and responsibilities including complying with all applicable laws and regulations.

A. Reporting Responsibility - It is everyone’s responsibility to report concerns about violations of LCI and MD27 Code of Ethics or suspected violations of the law or regulations that govern MD27’s operations.

B. No Retaliation - It is contrary to the MD27 values for anyone to retaliate against any whistleblower who, in good faith, reports an ethics violation or a suspected violation of law, such as a complaint of discrimination, suspected fraud, or suspected violation of any regulation governing MD27 operations.

C. Reporting Procedure - MD27 has an open door policy and suggests that Lions, employees, volunteers and contractors share their questions, concerns, suggestions or complaints by either:

1. Contacting a DG: Those not comfortable speaking with a DG, or who are not satisfied with the DG’s response, are encouraged to speak with the CC.

2. Submitting their concerns in writing directly to the CC, VCC or entire COG.

3. Lions and DGs are required to report complaints or concerns about suspected ethical and legal violations in writing to the CC, VCC or COG, who has the responsibility to investigate all reported complaints.

4. The COG is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The DG or CC will advise the COG of all complaints and their resolution, and will report to the COG Treasurer on compliance activity relating to accounting or alleged financial improprieties, at least annually.

D. Accounting and Auditing Matters - The MD27 COG will immediately notify the Audit Committee/Finance Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the Committee until the matter is resolved.

ADOPTED: 05/16/2013 – former Policy A-18

LATEST UPDATE: 7/1/2018

POLICY 2 – MD27 OPERATIONS

Section 2: Conflict Of Interest

In order to protect MD27’s interests when contemplating entering into a transaction/arrangement that might benefit the private interest of any Lion or might result in a possible excess benefit transaction. This Policy is intended to supplement, but not replace, any applicable State and Federal laws governing nonprofit and charitable organization conflict of interest.
Definitions: Interested Person - Any DG, officer, or member of a committee with COG delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

A. Financial Interest
1. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
   a. Ownership or investment interest in any entity with which MD27 has a transaction or arrangement
   b. Compensation arrangement with MD27 or with any entity or individual with which MD27 has a transaction or arrangement ,
   c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which MD27 is negotiating a transaction or arrangement

2. Compensation includes direct and indirect remuneration, as well as gifts or favors that are not insubstantial.

3. A financial interest is not necessarily a conflict of interest. It is up to the COG to determine if a conflict of interest exists.

B. Conflict of Interest Disclosure & Determination
1. An interested person must disclose the existence of any actual or possible financial conflict of interest and disclose all material facts to the COG.

C. Procedures for Addressing the Conflict of Interest
1. An interested person may make a presentation at the COG Meeting. After the presentation, they will leave the meeting during the COG discussion and the vote on the possible conflict of interest.

2. If appropriate, the CC will appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

3. After exercising due diligence, the COG will determine whether MD27 can obtain, with reasonable efforts, a more advantageous transaction/arrangement from a person or entity that would not give rise to a conflict of interest.

4. If a more advantageous transaction/arrangement is not reasonably possible under circumstances not producing a conflict of interest, the COG will determine by a majority vote of the disinterested DGs whether the transaction/arrangement is in MD27’s best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it will make its decision as to whether to enter into transaction/arrangement.

D. Records of Proceedings for COG Meetings and all committees with COG delegated powers will contain:
1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the COG decision as to whether a conflict of interest in fact existed.

2. The names of the persons who were present for discussions and votes relating to the transaction/arrangement, the content of the discussion, including any alternatives to the proposed transaction/arrangement, and a record of any votes taken in connection with the proceedings.
E. Multiple Offices

1. In order to assure that LCI Officers, MD Officers and Committee members are able to focus on their duties and to ensure that there is no potential conflict of interest, any LCI Officer, MD27 Officer or Committee member may not serve on the Board of Directors of any Statewide Project or Program, including but not limited to WLF, Birch-Sturm Memorial Fund, LPEF, LEBW. Current list of Statewide Projects and Programs can be found elsewhere in this Manual.
   
a. The exception to this Policy is DGs serving as COG Representatives to Statewide project or Program Boards during their term.
   
i. A DG may not serve on the Board of two Statewide Projects or Programs.

F. Nepotism – MD27 welcomes the opportunity to hire and retain qualified employees and volunteers who are related to one another by blood or marriage. However, since such relationships sometimes can create suspicions of favoritism if the related volunteers are in a supervisor-subordinate relationship, it is the policy of MD27 that:

1. Any MD27 employee or volunteer who has or acquires a familial relationship (as defined below) with another employee or volunteer will not have any direct or indirect administrative or operational authority over the other person. This prohibition means not only that a person cannot supervise a family member, but also that the family member cannot be in that person's chain of command; for example, a family member cannot work on a committee in which a family member is the Chair.

2. A MD27 employee or volunteer cannot use his/her authority or position to benefit or to disadvantage another employee in a familial relationship. Although all such potential misuses of authority cannot be listed here, examples include an employee or volunteer signing an evaluation for a family member or signing/approving a check payable to a family member.

3. Employees and volunteers are required to notify the COG of
   a. Any existing familial relationships
   b. Any familial relationships that are created among employees (for example, by the marriage of two employees
   c. The potential employment by MD27 of a family member

4. MD27 will refuse to hire a job applicant or assign a volunteer who is in a familial relationship with a current employee if the applicant would be in a supervisory or subordinate position to the existing employee/volunteer. MD27 employees/volunteers who marry one another during their employment/term of office will be allowed to remain in their position unless they are in a superior-subordinate relationship and there is no open position to which one of them may be moved.

5. “Familial relationship” within the meaning of this policy means two employees or volunteers (or an employee/volunteer and a job applicant) in the relationship of husband, wife, father, mother, brother, sister, son, daughter, uncle, aunt, nephew, niece, grandfather, grandmother, grandson or granddaughter, or any of those relationships arising as a result of marriage/civil union (for example, brother-in-law).

G. Annual statements will be signed by each COG member which affirms that he/she has:
   
   • Received a copy of the Conflict of Interest Policy
   • Read and understands the Policy
   • Agreed to comply with the Policy

1. Signed statements will be stored at the State Office for one year following the term of the COG.

ADOPTED: 05/16/2013 – former Policy A-19

LATEST UPDATE: 7/1/2018
POLICY 2 – MD27 OPERATIONS
Section 3: Non-Discrimination

LCI & MD27 affirms a policy of non-discrimination in all programs and activities without regard to race, color, religion, creed, national origin, ancestry, gender, marital status, age, disability, veteran status, or any other legally protected status.

ADOPTED: 10/4/2014 – former Policy S-6

LATEST UPDATE: 7/1/2018

POLICY 2 – MD27 OPERATIONS
Section 4: Document Retention & Destruction

The COG, State Office Staff, MD27 Committees, volunteers, and contractors are required to honor the following requirements related to the maintaining, storage and destruction of MD27 documents and records.

Paper or electronic documents indicated for retention in the following descriptions will be maintained by State Office Staff:

<table>
<thead>
<tr>
<th>Type of Document</th>
<th>Minimum Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable Ledgers &amp; Schedules</td>
<td>7 years</td>
</tr>
<tr>
<td>Audit Reports</td>
<td>Permanently</td>
</tr>
<tr>
<td>Bank Reconciliations</td>
<td>2 years</td>
</tr>
<tr>
<td>Bank Statements</td>
<td>3 years</td>
</tr>
<tr>
<td>Checks (for important payments &amp; purchases)</td>
<td>Permanently</td>
</tr>
<tr>
<td>Constitution and Bylaws</td>
<td>Current version and a watermarked “out of date” version</td>
</tr>
<tr>
<td>Conflict of Interest – signed COG documents</td>
<td>1 year after term of COG</td>
</tr>
<tr>
<td>Correspondence (general)</td>
<td>2 years</td>
</tr>
<tr>
<td>Correspondence (legal &amp; important matters)</td>
<td>Permanently</td>
</tr>
<tr>
<td>Correspondence (with vendors)</td>
<td>2 years</td>
</tr>
<tr>
<td>Depreciation Schedules</td>
<td>Permanently</td>
</tr>
<tr>
<td>Documents Evidencing Terms Of Gifts</td>
<td>Permanently</td>
</tr>
<tr>
<td>Duplicate Deposit Slips</td>
<td>Permanently</td>
</tr>
<tr>
<td>Emails</td>
<td>Permanently</td>
</tr>
<tr>
<td>Employment Applications</td>
<td>Permanently</td>
</tr>
<tr>
<td>Employer Identification Designation (EIN)</td>
<td>10 years after termination</td>
</tr>
<tr>
<td>Employee Contracts</td>
<td></td>
</tr>
<tr>
<td>Expense Analyses/Expense Distribution Schedules</td>
<td>7 years</td>
</tr>
<tr>
<td>Year-End Financial Statements</td>
<td>Permanently</td>
</tr>
<tr>
<td>Grant Records</td>
<td>7 years after end of grant period</td>
</tr>
<tr>
<td>Internal Audit Reports</td>
<td>3 years</td>
</tr>
<tr>
<td>Invoices (From Vendors)</td>
<td>7 years</td>
</tr>
</tbody>
</table>
Legal Correspondence                                              Permanently
Minute Books, Bylaws & Charter                                   Permanently
Payroll Records & Summaries                                      7 years
Personnel Files (including terminated employees)                10 years after termination
Policies & Procedures Manual                                     Current version and a watermarked “out of date” version
Tax Returns & Worksheets                                          Permanently
Timesheets                                                        7 years
Withholding Tax Statements                                       7 years

A. Additional considerations for paper and electronic documents, excluding emails
   1. Other paper documents will be destroyed after three years.

   2. Other electronically stored documents will be destroyed after two years.

   3. Electronically stored documents comprising or relating to a particular document otherwise addressed in this Policy should be retained for the same period as the document which they comprise or they relate to, but may be retained in hard copy form (unless the electronic aspect is of significance).

   4. Electronically stored documents considered important to the organization or of lasting significance should be retained and stored in a file permanently, subject to review.

   5. Documents pertinent to ongoing or anticipated government investigation or proceeding or private litigation will not be destroyed or deleted.
      a. Consult with CC/State Operations Committee for any current or foreseen litigation.

   6. Documents required to comply with government auditing standards (Single Audit Act) will not be destroyed or deleted.

   7. Documents will be destroyed using a secure disposal method (e.g., shredding, secure disposal service).

B. MD27 Emails

   1. Emails relating to a particular document otherwise addressed in this Policy should be retained for the same period as the document they are related to. Emails may be retained in electronic or hard copy form with the document they are related to.

   2. Emails considered important to the organization or of lasting significance should be printed and stored with the file. Permanently, subject to review.

   3. Emails not included in either of the above categories: will be destroyed after one year.

ADOPTED: 05/16/2013 – former Policy A-20

LATEST UPDATE: 7/1/2018
POLICY 2 – MD27 OPERATIONS
Section 5: MD27 Per Capita Billings

The LCI C&BL provides that a Lions Club may be placed in Status Quo for failure to meet any obligation to LCI. Clubs in Status Quo forfeit all rights and privileges and will not be counted when billing MD27 per capita dues.

The State Office Staff will check with LCI for clubs in Status Quo before billing.

LATEST UPDATE: 7/1/2018

POLICY 2 – MD27 OPERATIONS
Section 6: District Dues Limitations

To provide a consistent membership fee structure within MD27, the maximum dues a district may charge is $10.00 per member, per year. The districts are not required to offer membership discounts for family units, Leos to Lions or other discounts offered by other levels of LCI.

ADOPTED: 1/11/2013 – former Policy B-9
LATEST UPDATE: 7/1/2018

POLICY 2 – MD27 OPERATIONS
Section 7: Operations Committee

A. Operations Committee advises the COG on issues related to maintaining consistency, accuracy and historical perspective in MD27 Office operations. This may include, but is not limited to, the areas of finances/budgeting/auditing, personnel/human resources and policies.

<table>
<thead>
<tr>
<th>Committee Members</th>
<th>Committee Rotation</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC –Chair &amp; call meetings – 1 year term</td>
<td>2016-17, 2017-20, 2020-23, 2023-26, 2026-29, 2029-32, 2032-35, 2035-38</td>
</tr>
<tr>
<td>IPCC – 1 year term</td>
<td></td>
</tr>
<tr>
<td>CC-E – once elected</td>
<td></td>
</tr>
<tr>
<td>ID, when available – 2 year term</td>
<td></td>
</tr>
<tr>
<td>Current COG Representative – 1 year term</td>
<td></td>
</tr>
</tbody>
</table>
1. Potential Committee members must submit their names to the CC by December 15th for approval by the COG at the January COG Meeting.

2. Upon completion of the three year term, individuals must take one year off before applying again.

3. In the event that a Committee Member is unable to complete their term, the CC will solicit names for a replacement to complete the term. The CC will present potential replacements to the COG for appointment of the replacement.

4. The Committee will meet on an as needed basis via phone, video conference or other communication system(s).
   a. Face-to-face meetings must be approved by the COG and will be coordinated by the CC. Mileage will be reimbursed in conformance with the LCI General Reimbursement Policy.

ADOPTED: 3/12/16 – former Policy N-10

LATEST UPDATE: 10/6/2018

END OF POLICY 2
POLICY 3 – COG POSITIONS & MD27 COMMITTEES

Section 1: COG Offices, Committees and Representatives

The MD27 C&BL provides that the DG-Es/1st VDGs will elect, a CC and other COG Officers, and Committees Chairs/Representatives.

Other than the offices of COG Secretary and COG Treasurer, the MD27 C&BL provides no guidance on the timing of selecting COG Officers and Committees.

In order to provide for a smooth transition between COGs, it is important that incoming 1st VDGs/DG-Es discuss the positions/roles/responsibilities in July and then make their selection for each position in October. The exception to this is the CC who is selected in January.

The COG positions listed below will be selected in the order listed:

- **COG Officers**
  - CC
  - VCC
  - Secretary
  - Treasurer
  - Chaplain
  - Song Leader
  - Tail Twister

- **COG Committees**
  - Finance (3 members, including the COG treasurer)
  - Merchandise
  - State Operations
  - Policy
  - Editorial Board (refer to Policy on Editorial Board Composition)

- **COG Representative to:**
  - WLF
  - Birch-Sturm Memorial Fund
  - LPEF
  - LEBW
  - Restoring Hope Transplant House
  - Leader Dogs for the Blind
  - MD27 Convention
  - YE


LATEST UPDATE: 7/1/2018

POLICY 3 – COG POSITIONS & MD27 COMMITTEES

Section 2: CC Duties and Responsibilities

The CC is responsible for carrying out all duties/responsibilities as defined in the LCI C&BL, the LCI CC Manual, the MD27 C&BL and the MD27 P&PM. They will also carry out additional duties as assigned by the COG, provided they are not in conflict with either the LCI of MD27 C&BL.
The following are additional CC duties/responsibilities specific to MD27:

A. Communications
   1. Inform the COG of all relevant developments occurring between COG Meetings
   2. Consult regularly with MD27 Office Staff, MD27 GAT and other MD27 Committees to ensure that the MD27 affairs are being handled in an efficient manner and report these observations at COG Meetings.

B. Manage MD27 Office Staff and Chair the MD27 Operations Committee.

C. COG Meetings
   1. Set the agenda for and preside at all COG Meetings
   2. Vote or abstain on all questions and motions; if CC does vote, he/she will be the last to vote on roll call votes
   3. Special COG Meetings
      a. Call any special COG Meetings required by unforeseen developments.
      b. A special COG Meeting must be called within 10 working days of the CC receiving written requests for a special COG Meeting from four or more DGs.

D. MD27 Convention
   1. Work with the ID/IPID to secure an International Speaker for the MD27 Convention.
   2. Preside at MD27 Convention meal functions and the Business Meeting.


LATEST UPDATE: 7/1/2018

POLICY 3 – COG POSITIONS & MD27 COMMITTEES

Section 3: CC Application Process

A. MD27 Office Staff will email a request for CC applicants to the previous four and current COG by November 1st.
B. Applicants must submit a Letter of Intent and a MD27 CC Candidate Resume (shown in P&PM Appendix) to the MD27 Office and CC no later than December 15th.
C. MD27 Office Staff will provide the list of candidates to the DG-Es/1st VDGs, ID/PIDs, and the CC Candidates no later than 10 days prior to the January COG Meeting.
D. CC Candidates must be present at the January COG Meeting and be prepared to be interviewed by the DG-Es/1st VDGs on that date.
   1. Any candidate not present will no longer be considered a CC Candidate.

ADOPTED: 1/15/2005 – former Policy A-6.1

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POLICY 3 – COG POSITIONS & MD27 COMMITTEES

Section 4: Method of Selection

A. Election Facilitator - ID or the most recent PID in attendance and/or MD27 GLT Coordinator.

B. Candidates
   1. CC candidates must meet all criteria listed in the MD27 C&BL.
   2. COG Office/Committee candidates must state if they are a candidate for the position being voted upon.

C. Voting Process
   1. The facilitator will count all ballots and announce the winner.
      a. All ballots will be available for immediate recount until the next ballot is taken.
   2. If there is only one candidate the ballot will be a yes/no vote to elect.
   3. If there are no more than two candidates for a position, a ballot will be taken. The candidate receiving the largest number of votes will be declared the winner.
   4. If there are more than two candidates for a position:
      a. If a candidate receives the majority of the votes, he/she will be declared the winner.
      b. If no candidate receives a majority of votes, then the candidate with the least number of votes will be dropped on the next ballot.
      c. Subsequent ballots will be voted until one candidate receives a majority.
      d. If a vote count indicates a tie between two candidates, up to two more ballots will be voted until a majority is reached.
      e. Upon a tie vote on the third ballot, a coin toss will determine the winner. The facilitator will ask one candidate to call heads or tails. He/She will then toss the coin in full view of all DG-ES/1st VDGs. The facilitator will announce the face of the coin showing and the winner.
   5. All ballots will be destroyed by the Election Facilitator immediately following the meeting using a secure disposal method.


LATEST UPDATE: 7/1/2018
Section 5: COG Budget Committee

A. Committee Members:
   - Current COG Treasurer - will chair the Committee & call meetings
   - CC or designated member of the State Operations Committee
   - One sitting DG selected by the current COG
   - Incoming COG Treasurer
   - One DG-E/1st VDG selected by the incoming COG
   - CC-E

B. The Budget Committee will provide a draft budget for the ensuing fiscal year to the incoming COG prior to the MD27 Convention. This draft budget will use data as of April 1st.

C. Committee will formulate a more precise proposed budget with a final version to be submitted to the COG three weeks prior to the July COG Meeting.

ADOPTED: 2/26/2005 – former Policy B-8

LATEST UPDATE: 7/1/2018

POLICY 3 – COG POSITIONS & MD27 COMMITTEES

Section 6: District Governor Elect Orientation

Orientation for DGEs with an emphasis on MD27 related topics will be conducted annually to help encourage a smooth transition from one COG to the next.

A. DGE Orientation will take place the first or second Saturday of June and may include the Friday evening before or Sunday morning after depending on the curriculum/schedule of events.

B. Some or all of the orientation will take place at the Wisconsin Lions Camp.

C. Orientation will be conducted by the MD27 State GLT Coordinator, WLF representatives, and others who may be designated to speak


LATEST UPDATE: 3/2/19

END OF POLICY 3
POLICY 4 – COUNCIL OF GOVERNORS MEETINGS

Section 1: Time

A. Meetings will be held at the following times and places:
   1. International Convention - at a time that does not conflict with Convention Plenary Sessions.
   2. Third or fourth weekend in July - to be held within 30 days of the close of the International Convention - per the MD27 C&BL.
   3. First or second weekend of October.
   4. First or second weekend of January
   5. First or second weekend in March - to be held no more than 90 days before the MD27 State Convention, to permit COG action on all resolutions submitted - per the MD27 C&BL.
   6. Immediately preceding or during the MD27 State Convention.

B. Additional special meetings may be held as provided in the MD27 C&BL. The COG may further provide for an e-mail ballot on specific questions, and in an emergency the COG may meet via telephone conference call or electronically.


LATEST UPDATE: 7/1/2018

POLICY 4 – COUNCIL OF GOVERNORS MEETINGS

Section 2: Accommodations

A. By September 1, MD27 GLT Coordinator will work with CC to set the next year’s COG Meeting dates.
B. Under the supervision of the CC, the State Office Staff is responsible for locating hotel &/or meeting space needed for all COG Meetings and other State-called meetings. These duties include negotiating and reserving room blocks with area hotels/motels as far in advance as possible to ensure the best rates and availability. The block of rooms will be reserved under a group name with a deadline date when the rooms in the block not reserved will be released.
C. Accommodation details will be sent out by the CC/State Office no later than 30 days prior to the COG Meeting. It will be the responsibility of each individual Lion to make their own hotel reservations.

ADOPTED: 1/12/2002 – former Policy A-14

LATEST UPDATE: 7/1/2018

POLICY 4 – COUNCIL OF GOVERNORS MEETINGS

Section 3: Invitees

A. COG Meetings are open to all Lions. In order that the COG may efficiently transact the business of MD27, the CC/State Office Staff will send specific invitations to the Lions listed below:
   • COG
   • Current and Past International Officers residing in Wisconsin
   • VDGs
MD27 POLICY & PROCEDURE MANUAL

- MD27 GAT Coordinators
- Required MD27 Committee Chairpersons
- WLF President
- LEBW President
- PDGO President
- MD27 endorsed candidates for International office
- Guests as determined by the CC

B. Except as provided by the MD27 C&BL, all invitees will attend COG Meetings at their own expense.


LATEST UPDATE: 7/1/2018

POLICY 4 – COUNCIL OF GOVERNORS MEETINGS
Section 4: Agendas

In general, COG Meetings follow a Standard Agenda with variations based on decisions required at specific times of the year. The following Standard Agenda will be the basis for preparing detailed agendas for each COG Meeting. Suggested variations in the Standard Agenda by meeting date follow.

A. Standard Agenda
   1. Call to Order
   2. Pledge of Allegiance
   3. Invocation
   4. Song
   5. Introductions & Opening Remarks
   6. Approval of Minutes
   7. Correspondence
   8. LCI Committees & Reports (including ID or IPID)
   9. MD27 State Committee Reports
  10. MD27 State Projects – WLF
  11. MD27 State Programs
  12. MD27 State Convention
  13. Miscellaneous Reports
  14. Finances
  15. Personnel
  16. Other Business
  17. COG Travel
  18. Announcements / Deadlines
  19. Guest Comments
  20. Tail Twister
  21. Adjournment

B. Variations By Meeting
1. International Convention
   a. ID or PID Report
   b. Destruction of MD27 State Convention ballots
   c. Announcements
   d. Other Business
   e. Adjournment
2. July
   a. Ratification of Previous Actions & Minutes
   b. MD27 Committee Chairperson Appointments
   c. Review MD27 Initiatives for annual approval to solicit funds causes
   d. Review permission to solicit funds causes
3. October
   a. MD27 Committee Chairperson Appointments - if needed
   b. MD27 Convention cost approvals – meals, advertising, golf, exhibitor tables
   c. MD27 Curling Committee
4. January
   a. MD27 State Convention approvals for any items not finalized in October
   b. Resolutions, C&BL Report
   c. International Convention
   d. MD27 Bowling Committee
   e. State pin supplier approval
   f. Presentation of WLF Project budgets
5. March
   a. MD27 State Convention Detailed Agenda & future Convention Sites
   b. Directory
   c. Approval of State Publication Editor and Printer requests for proposal
   d. Decide on Lions cause(s) to receive $1.50 per registrant from MD27
6. May
   a. Remarks from visiting International Guest
   b. GAT Budget presentation
   c. Review and annual approval to solicit
      i. MD27 Projects
      ii. MD27 Programs
   d. COG Recognition
   e. Incoming COG Business
      i. Selection of depository for incoming COG funds
      ii. Designation of persons authorized to sign checks
   f. Selection of the State Publication Editor and Printer


LATEST UPDATE: 3/2/2019

POLICY 4 – COUNCIL OF GOVERNORS MEETINGS
Section 5: Reports

In order to provide adequate time for the review of reports and supporting materials by the COG, the following guidelines will be adhered to for agenda items and requests for action at COG Meetings.

A. All reports and supporting materials for items to be included on the COG Meeting Agenda will be submitted to the CC and State Office Staff no later than one week prior to the COG Meeting. The State Office Staff will provide the agenda, submitted reports and supporting materials to the following no later than five working days before the COG Meeting:
   - CC
   - DGs
   - VDGs
   - MD27 ID & PIDs

B. The CC and/or a majority of the COGs may waive the above requirements for unexpected and emergency circumstances.

C. Submissions not meeting the above guidelines may be put off until the next COG Meeting.


LATEST UPDATE: 7/1/2018

POLICY 4 – COUNCIL OF GOVERNORS MEETINGS
Section 6: Non Face-to-face Meetings and/or Voting

At times, the COG must meet by means other than physical face-to-face meetings, (i.e. telephone/internet conference, electronic and/or email).

This procedure is to be used for a limited number of topics requiring an urgent decision that cannot wait until the next COG Meeting, either a regular meeting or a specially called meeting. The use of this procedure should be the exception and not the norm.

A. General Guidelines
   1. All votes on the topic must be cast via the same method (e.g. all via email, all via telephone/internet conference).
   2. Votes will be recorded in roll call format by the chair to allow for later review.
   3. Participants
      a. Meeting participants will typically be the COG.
      b. Quorum must be maintained throughout the meeting (with the exception of email communications).
      c. Other subject matter experts may be included at the discretion of the chair, but will not be voting participants.
   4. Notification: The chair will notify appropriate affected parties of the outcome of the vote within 48 hours.
   5. Ratification:
a. At the next regular COG Meeting, all motions and votes resulting from these non-face-to-face COG Meetings will be duly ratified and included in the Meeting minutes.

b. The chair will maintain printed copies of vote responses and any roll call vote tally until ratification at the next COG Meeting. The copies will be destroyed after ratification.

B. Specific Method Guidelines

1. Telephone/Internet Conference

a. Meeting will be chaired by the CC, VCC, or their designee.

b. Meeting invitation, participant details and supporting documents will be emailed to the COG at least 24 hours in advance of the conference.

c. Chair will confirm that all COG have been notified of the meeting before it starts.

   i. It is suggested the chair request a reply email from participants indicating they have received the invitation.

   ii. If the chair does not hear back from an invitee, a phone call follow up would be in order.

2. Email

a. A topic needing urgent discussion/decision may be brought to the CC’s attention by any Lion.

b. Discussion/voting will be chaired by the CC, VCC or their designee.

c. Chair will be the “gatekeeper” of all information that is distributed/shared between the COG and other participants.

   i. Create a document or email that:

      a. Describes the general topic for the email discussion/vote being brought up.

      b. Describes the rationale for the topic needing the urgent attention.

      c. Provides any backup documentation relevant to the topic.

      d. Provides a summary of the pros and cons on the topic, if known.

      e. Provides any recommendation by an appropriate committee or subject matter expert on the topic.

   ii. Chair requests a motion be made via email by a DG who has knowledge of the topic.

      a. The motion will be submitted to the Chair, not the entire COG.

   iii. Chair publishes the motion to all participants and requests a second.

      a. The first COG member to reply with a second will be listed for the official record.

d. Discussion

   i. Chair will email the motion and second to the COG and ask for discussion to be shared between all COG members.

   ii. Chair will set a time limit for responses to the discussion of a minimum of 24 hours (note the specific time for closing discussion).

      a. If discussion is still taking place at the original deadline, the discussion period may be extended at the discretion of the Chair.

   iii. If discussion is heavy or numerous questions are raised, the Chair may change the discussion to a telephone/internet conference.
a. The telephone/internet conference procedure would then be followed, but the same motion would remain in place.

e. Close of Discussion and Voting
   i. Chair will notify the COG of the close of discussion and ask each COG member to vote yes or no on the motion by **replying only to the Chair**.
   ii. The voting process is deemed complete when a simple majority of responses have been received by the Chair.
   iii. The Chair will immediately notify the COG of the voting results.


**LATEST UPDATE: 7/1/2018**

**POLICY 4 – COUNCIL OF GOVERNORS MEETINGS**

**Section 7: Meeting Minutes**

To provide permanent records of the COG Meeting, minutes will be taken by the State Office Staff for regular meetings or the COG Secretary during meetings where State Office Staff is not available.

A. Minutes will include but not be limited to:
   - Location, date, and time
   - Attendees
   - Recording of all agenda items
   - All motions, who made and seconded, and the vote result
   - Any submitted reports or supporting materials from presentations

B. Minutes will be recorded electronically during the meeting with supporting notes being taken as a backup to assist with the transcribing to a permanent document.

C. Minutes will be delivered to the CC within five business days of the meeting date for review.

D. CC approved minutes will be distributed by email to the following MD27 individuals within 10 business days of the meeting.
   - COG
   - ID and all PIDs
   - 1st and 2nd VDGs
   - Chairs of all state committees
   - Presidents/Chairs of the state programs and projects
   - Others approved by the COG

E. Minutes will be posted on the state website within 30 days of the meeting.

**ADOPTED: 10/6/2018**

**LATEST UPDATE: 10/6/2018**

**END OF POLICY 4**
POLICY 5 – FINANCES AND EXPENSE REIMBURSEMENT

Section 1: Financial Records Inspection

A. MD27 Financial records will be open to inspection by any Wisconsin Lion.
B. Any Lion desiring to inspect the MD27 financial records will do so only at the State Office during normal business hours.
C. No Lion will be permitted to inspect the MD27 financial records unless a written request has been received by the State Office at least 10 days in advance, specifying the Lion(s) who desire to inspect the record(s), and the date desired.
D. The State Office will inform the COG at each meeting of the names of those Lions who have inspected the MD27 financial records since the date of the last meeting.
E. Because some MD27 records (such as personnel records) are confidential, and others are protected by the MD27 C&BL, access will be limited to financial records, unless approval is granted in advance by the COG.

ADOPTED: 2/6/1988 – Former Policy B-3

LATEST UPDATE: 7/1/2018

POLICY 5 – FINANCES AND EXPENSE REIMBURSEMENT

Section 2: Purchase Authorization

Note: This policy will be moved to the yet to be created Operations Manual

MD27 maintains an account with LCI, which is used from time to time to purchase necessary items and supplies for MD27. In order to maintain budgetary control no one other than the State Office Staff and the CC will be authorized to make purchases from LCI which are charged to the MD27 account.

ADOPTED: 2/5/1989 – Former Policy B-4

LATEST UPDATE: 7/1/2018

POLICY 5 – FINANCES AND EXPENSE REIMBURSEMENT

Section 3: State Bowling and Curling Committee Audits

The MD27 C&BL requires the State Bowling and Curling Committees secretaries to submit an annual report of receipts and disbursements to the COG. In order for the COG to discharge these responsibilities:

A. The COG Finance Committee will conduct the audit no later than the September 1st following the end of the Lionistic year. The Committee will report, in writing, at the next COG Meeting.
B. Materials to be submitted to the COG, no later than the opening of the MD27 State Convention by the respective committee are as follows:

1. BOWLING:
   a. A financial statement reflecting all receipts and disbursements for the current year’s Tournament
b. Number of teams, singles and doubles

c. Report of entry fee

d. Report of prize monies per event

e. Checkbook

f. Canceled checks

g. Bank statements

2. CURLING:

a. A financial statement reflecting all receipts and disbursements for the current year’s Bonspiel

b. Number of teams

c. Report of entry fee

d. Report of prize monies

e. Checkbook

f. Canceled checks

g. Bank statements

ADOPTED: 3/6/1994 – Former Policy B-7

LATEST UPDATE: 7/1/2018

POLICY 5 – FINANCES AND EXPENSE REIMBURSEMENT

Section 4: Council of Governors Meetings – District Governor Expenses

LCI reimburses DGs for three Multiple District COG Meetings a year. The MD27 C&BL requires a minimum of five COG meetings per year. MD27 will reimburse DGs for expenses incurred at all COG Meetings not covered by LCI. All reimbursements will be based on LCI General Expense Reimbursement Policy.

Under no circumstances are reimbursement claims to be requested from multiple sources (District, MD27, LCI, etc).


LATEST UPDATE: 7/1/2018

POLICY 5 – FINANCES AND EXPENSE REIMBURSEMENT

Section 5: Council Chair

The CC will be reimbursed for the following events per the LCI General Expense Reimbursement Policy; limits as noted:

- International Convention
- Trip to LCI Headquarters in Oak Brook, IL – one meal, one night lodging and mileage
- COG Meetings – one night lodging and mileage
- All 10 District Conventions - one night lodging and mileage
- MD27 Convention – three nights lodging and mileage
Expense Reimbursement:

A. CC expenses will be paid per the MD27 C&BL. These expenses include:
   - Airfare
   - Lodging
   - Meals
   - Mileage

B. CC reimbursement will be made upon proper submission of all documentation, including receipts and invoices for services rendered, and approval by the COG Treasurer.


LATEST UPDATE: 7/1/2018

POLICY 5 – FINANCES AND EXPENSE REIMBURSEMENT

Section 6: Council of Governors and CC-E - International Convention

While LCI makes provision for the expenses of the DG-Es to attend the annual International Convention, there is no similar provision for the current COG whose term of office is about to expire or for the CC-E.

Because the support and experience of the current COG and the CC-E is beneficial at the International Convention, MD27 will provide a budgeted stipend to the outgoing COG and CC-E for assistance with expenses in connection with their attendance at the International Convention. This stipend is not intended to “make whole” the attendee, but to provide assistance with their incurred expenses.

A. The stipend for the current COG and the CC-E will be budgeted and approved at the first meeting of the COG year.
   1. The stipend amount will be per eligible person.
   2. If a COG member or CC-E is not attending the International Convention, their budgeted stipend will not be divided among those who are attending.
   3. The stipend amount will be:
      a. $1,000 for International Conventions held in mainland North America
      b. $1,500 for International Conventions held outside mainland North America

B. COG may approve advances not to exceed 50% of the amount of the stipend.

C. Payment of the balance of the stipend will be made after the close of the International Convention. No payment will be made until all merchandise consigned to a DG has been paid for or returned.

D. No stipend for International Convention will be provided unless the COG member or CC-E does the following, unless waived by the CC or his/her designee:
   - Attended any COG Meeting held in conjunction with the International Convention
   - Marched in the International Parade, if physically able
   - Voted in the International election (except the CC-E)
   - Attended the Candidate Forum
   - Attended all scheduled Plenary Sessions
E. Any COG member or CC-E who does not meet the requirements above will be required to return any advance payment that was made.

ADOPTED: 7/23/1989 - former Policy D-1

LATEST UPDATE: 1/12/2019

POLICY 5 – FINANCES AND EXPENSE REIMBURSEMENT
Section 7: Council of Governors – Annual LCI Headquarters Visit

The COG and their spouses/companions may visit LCI Headquarters in Oak Brook, Illinois as a group.

MD27 will reimburse the COG for travel to and from LCI Headquarters, one night of lodging, one meal for COG and spouses/companions, according to LCI General Expense Reimbursement Policy.

ADOPTED: 5/13/1984 - former Policy A-7

LATEST UPDATE: 7/1/2018

POLICY 5 – FINANCES AND EXPENSE REIMBURSEMENT
Section 8: Council of Governors – Annual Lions Youth Exchange Camp Visit

Each year, the MD27 YE Committee invites the COG and their spouses/companions to visit the MD27 YE Camp at Dundee, Wisconsin, usually during July or August.

The COG will be reimbursed for mileage to and from the MD27 YE Camp visitation according to LCI General Expense Reimbursement Policy.


LATEST UPDATE: 7/1/2018

POLICY 5 – FINANCES AND EXPENSE REIMBURSEMENT
Section 9: District Governor Representatives – COG Assigned Organizations

DGs hold representative positions in various organizations within the State as part of their duties. These positions include:

- WLF
- LEBW
- Restoring Hope Transplant House
- LPEF
- Birch-Sturm Memorial Fund
- VCC
• COG Treasurer
• Finance Committee
• Members of special committees as assigned by the COG

MD27 will reimburse the appointed DG for one meal and mileage expenses per obligation, incurred in connection with his/her duties, according to LCI General Expense Reimbursement Policy.

ADOPTED: 10/10/1981 – former Policy A-8

LATEST UPDATE: 7/1/2018

POLICY 5 – FINANCES AND EXPENSE REIMBURSEMENT
Section 10: MD27 Committee and District Governor Reimbursement Submissions

The COG recognizes that good financial management requires expense claims be submitted and paid promptly. Delay in submission of claims makes it difficult for the COG to know the amount of funds which have been committed, but unexpended. This is further complicated by the fact that some Lions, while entitled to reimbursement, choose not to submit expenses without notifying the COG that they have elected to donate their expenses for the good of MD27.

In order to improve procedures for expense reimbursements:

A. All expense claims will be in accordance with the MD27 C&BL.
B. Documented expense claims will be submitted within 60 days of the date they are incurred; in no case later than July 15th of the following Lionistic year.
C. Documented expense claims submitted beyond the 60 day and July 15th timeframe will not be reimbursed.
D. No expenses will be paid in excess of budgeted amounts without specific COG approval.

ADOPTED: 2/4/1990 – former Policy B-6

LATEST UPDATE: 7/1/2018

POLICY 5 – FINANCES AND EXPENSE REIMBURSEMENT
Section 11: International Director Endorsed Candidates

A. A MD27 Endorsed ID Candidate will be reimbursed for:
   1. Campaign materials and related shipping costs for materials distributed/used at International Conventions during candidate’s endorsement period. Every effort should be made to reduce shipping costs by any means available. Materials may include:
      a. Literature, posters, promotional items (e.g. buttons, caps, combs, etc.).
      b. Parade banner, if different than the candidate’s district of MD Convention banner.
   2. Accommodations/Meals for three days/ nights for the candidate and up to three members of the Candidate’s Advisory Committee allowing them to arrive early for campaign purposes. To be reimbursed per the LCI General Reimbursement Policy.
3. Campaign meeting room at the Wisconsin delegation headquarters hotel, if separate from the Wisconsin hospitality room.

B. All expenses and supporting receipts must be submitted within 60 days of the close of the International Convention to be reimbursed.

C. The International Officer Campaign Fund will be budgeted $2,000 each year and these monies will be set aside in the International Director Candidate Reserve Account.
   1. The total costs of the above expenses each year will not exceed the balance in the MD International Director Candidate Reserve Account without COG approval.


LATEST UPDATE: 7/1/2018

POLICY 5 – FINANCES AND EXPENSE REIMBURSEMENT

Section 12: MD27 State Convention Coordinator

A. Expenses will be reimbursed per LCI General Expense Reimbursement Policy for:
   • Attendance at all Convention Host Committee meetings for mileage and one meal
   • Attendance at all COG Meetings

B. Attendance at the MD27 State Convention including full reimbursement for lodging up to four nights (in a standard room), mileage, registration, and all Convention sponsored meals.

ADOPTED: 1/7/2012 – formerly part of Policy F-10

LATEST UPDATE: 7/1/2018

END OF POLICY 5
POLICY 6 – COMMUNICATIONS

Section 1: MD27 State Office

A. Death Notices - State Office Staff will email PDG/spouse and PID/spouse death notifications along with the known Lionistic history, funeral arrangements and memorial information to the following:

- COG
- 1st & 2nd VDGs
- PDGs
- ID
- PIDs
- Spouses of deceased PDGs & PIDs

1. Any Lion listed above who is no longer a member of LCI will be removed from all mailing and email lists.

2. It is the DG’s responsibility to notify PDGs or spouses within their District without emails addresses of these deaths or to designate a District Lion to do so.
   
a. State Office Staff will advise incoming DGs of any PDGs/spouses or PIDs/spouses that do not have an email address by July 1st.

B. MD27 Convention Headquarters Reservations - By December 31st, State Office Staff will email MD27 Convention Headquarter Hotel reservation information and deposit requirements to:

- COG
- 1st & 2nd VDGs
- Cabinet Secretary-Treasurers
- PDGs
- ID
- PIDs
- WLF Directors
- other invited guests

1. The block of rooms held by the Convention Host Committee for this purpose will be released by the Committee for use by the general Lions population beginning February 1st.

C. PDGO Mailings - At the PDGO’s request State Office Staff will mail/email information from the PDGO to its members. The cost for these communications will be billed to the PDGO including postage, labels, paper, copies, and clerical labor (hourly rate).

ADOPTED: 2/5/1994 – former Policy C-4


ADOPTED: 2/5/1994 – former Policy C-6

LATEST UPDATE: 3/2/2019
POLICY 6 – COMMUNICATIONS
Section 2: Mailing Lists

MD27 C&BL prohibits furnishing any list of Lions’ contact information to any person/organization for personal advantage or gain.

COG will review requests from organizations and allow the furnishing of mailing lists by the State Office to individuals or groups using the lists for approved fundraising or informational purposes.

A. List Requests
   1. Must include the following:
      • Name, address, phone number and email of person or organization requesting the list
      • Purpose for which the mailing list is to be used
      • Written assurance that the list will be used one-time only for the stated purpose and will not be given or sold to others
      • An exact copy of the material being mailed
   2. Requests for lists not conforming to the above minimum standards will be returned to the submitter noting that COG action will not be taken on incomplete requests.
   3. The following do not require COG approval to receive available contact information for Club Presidents and Secretaries:
      • Clubs bidding for statewide events
      • Individuals seeking International office
      • State Projects or Programs
      • MD27 State Convention

B. Available Information - Only contact information listed in the MD27 Directory is available and will only be provided electronically. Any approved requests for lists not obtainable from the MD27 Directory will be referred to the organization that, in the COG opinion, has the information available.

C. Request Fulfillment - State Office Staff will download the most recent contact information from LCI and supply it electronically to the requestor within 15 days of the request being approved.

ADOPTED: 3/10/1990 – former Policy M-1

LATEST UPDATE: 7/1/2018
B. Contents of the Directory will be submitted to the State Office Staff by May 10th and include:

<table>
<thead>
<tr>
<th>Item</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Officers</td>
<td>State Office Staff</td>
</tr>
<tr>
<td>Listing of Lion Related Service Programs</td>
<td>State Office Staff</td>
</tr>
<tr>
<td>Wisconsin Lions General Information</td>
<td>State Office Staff</td>
</tr>
<tr>
<td>Past International Officers &amp; Directors from Wisconsin</td>
<td>State Office Staff</td>
</tr>
<tr>
<td>COG</td>
<td>State Office Staff</td>
</tr>
<tr>
<td>VDGs</td>
<td>State Office Staff</td>
</tr>
<tr>
<td>State Office Information</td>
<td>State Office Staff</td>
</tr>
<tr>
<td>PDGO Officers</td>
<td>PDGO</td>
</tr>
<tr>
<td>PDGs</td>
<td>MyLCI (info only available if PDG is still a Lion and living in WI)</td>
</tr>
<tr>
<td>District Cabinets</td>
<td>DG-Es &amp; MyLCI</td>
</tr>
<tr>
<td>Zone &amp; Region Structure</td>
<td>MyLCI</td>
</tr>
<tr>
<td>Lions Club Presidents, Secretaries &amp; Treasurers</td>
<td>MyLCI</td>
</tr>
<tr>
<td>Club Meeting Information</td>
<td>MyLCI</td>
</tr>
<tr>
<td>LEBW</td>
<td>LEBW</td>
</tr>
<tr>
<td>WLF</td>
<td>WLF</td>
</tr>
<tr>
<td>Officers &amp; Directors</td>
<td></td>
</tr>
<tr>
<td>Committee Structure</td>
<td></td>
</tr>
<tr>
<td>Past Presidents</td>
<td></td>
</tr>
<tr>
<td>Administrative Staff</td>
<td></td>
</tr>
<tr>
<td>Listing of major Programs</td>
<td></td>
</tr>
<tr>
<td>Birch-Sturm Memorial Fund</td>
<td>Birch-Sturm Memorial Fund Board</td>
</tr>
<tr>
<td>LPEF</td>
<td>LPEF Staff</td>
</tr>
<tr>
<td>Lioness Club Presidents, Secretaries &amp; Treasurers</td>
<td></td>
</tr>
</tbody>
</table>

C. The Directory printing quantity and cost to purchase will be determined annually by the COG.

ADOPTED: 2/6/1983 – former Policy J-1

LATEST UPDATE: 3/2/2019

POLICY 6 – COMMUNICATIONS
Section 4: MD27 Publication

A. Authority - The COG has the power to designate the official MD27 publication and to negotiate and enter into a written contract for a period not exceeding three years for supervision, printing, design and editing of the publication.

B. Budget - The COG will make provisions in its recommended budget at the MD27 State Convention for an amount to defray some of the publication expenses.

C. Fund Balance - Any balance in the State Lions Publication Fund at the close of the fiscal year, (except pre-payment to the US Postal Service) as shown by the Audit Report, shall be transferred by the retiring COG to the MD27 Reserve Account.

D. Publication Purpose - The Wisconsin Lion is a 10 issue publication designed to inform and educate the Lions of Wisconsin about projects/programs, events and topics of interest.

E. Publication Schedule

<table>
<thead>
<tr>
<th>Month</th>
<th>Online</th>
<th>Printed/Mailed</th>
<th>Materials due to WI Lion Editor*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul/Aug</td>
<td>x</td>
<td>x</td>
<td>Jun 1</td>
</tr>
<tr>
<td>Sep</td>
<td></td>
<td>x</td>
<td>Aug 1</td>
</tr>
<tr>
<td>Oct</td>
<td>x</td>
<td>x</td>
<td>Sep 1</td>
</tr>
<tr>
<td>Nov</td>
<td></td>
<td>x</td>
<td>Oct 1</td>
</tr>
<tr>
<td>Dec/Jan</td>
<td>x</td>
<td>x</td>
<td>Nov 1</td>
</tr>
<tr>
<td>Feb</td>
<td>x</td>
<td>x</td>
<td>Jan 1</td>
</tr>
<tr>
<td>Mar</td>
<td></td>
<td>x</td>
<td>Feb 1</td>
</tr>
<tr>
<td>Apr</td>
<td>x</td>
<td>x</td>
<td>Mar 1</td>
</tr>
<tr>
<td>May</td>
<td>x</td>
<td></td>
<td>Apr 1</td>
</tr>
<tr>
<td>Jun</td>
<td>x</td>
<td>x</td>
<td>May 1</td>
</tr>
</tbody>
</table>

* Note each District has its own deadline of when materials are due to your District Editor... it is usually 5-10 days prior to the full publication deadline.

F. DG Responsibilities:

1. Assign a District Editor.

2. Promote article submissions from Lions and clubs throughout their District.

3. By published deadlines, either provide a column for publication on their District page or informing their District Editor that they will not have a column in that issue.
G. District Editor Responsibilities:
   1. Coordinate monthly District page editorial content with the DG.
   2. Submit District page content on or before the published deadline.
   3. Provide feature story ideas, photos and contacts.

H. Editorial Board is responsible for overall editorial direction, promotion, cost control and logistics, with oversight from the COG. The Editorial Board will meet at least quarterly to discuss issues related to the publication, and at other times as necessary.
   1. Composition - The Editorial Board will be chaired by the COG Editorial Board Chair and will include representatives from the following:
      - COG (2) – Editorial Board Chair & it is recommended that the second COG member be a 1st VDG who would move into the Chair the following year
      - One of each from WLF and LEBW
      - One of each from MD27 GLT, MD27 GMT and MD27 GST.
   2. All Editorial Board Members to be confirmed by the COG.
   3. Editorial Board responsibilities include:
      - Participate in regular Editorial Board meetings
      - Help determine monthly editorial content / annual calendar
      - Help establish publication direction
      - Proof monthly publication in set time frame
      - Promote article submission from clubs and individuals
      - Assist in trainings/sessions at district conventions as able
      - Assist in training session/manning a booth at the MD27 State Convention
      - Recommend advertising rates & guidelines
      - Recommend story submission guidelines
      - Solicit annual printer and editor/designer bids in time to review and make recommendations for the May COG Meeting.

I. Editorial Content
   1. Size -The Wisconsin Lion is a 10 issue tabloid magazine, not to exceed 32 pages. Any increase in the number of pages must be approved by the Editorial Board or the COG.

   2. Space Allotment + -
      a. The Editorial Board has the authority to make changes in monthly space allotment and content with one exception – each District will be allocated two full pages as long as the content has been submitted to the editor/designer on or before the published deadlines. The following Lions groups/projects will be allocated space up to the following:

<table>
<thead>
<tr>
<th>Group</th>
<th>Times/Year</th>
<th>Column Inches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Districts (10)</td>
<td>10</td>
<td>92.5</td>
</tr>
<tr>
<td>WLF *</td>
<td>10</td>
<td>50</td>
</tr>
<tr>
<td>LEBW*</td>
<td>10</td>
<td>25</td>
</tr>
<tr>
<td>LPEF</td>
<td>10</td>
<td>25</td>
</tr>
<tr>
<td>ID or IPID</td>
<td>10</td>
<td>9.25</td>
</tr>
<tr>
<td>-----------------</td>
<td>--------</td>
<td>-------</td>
</tr>
<tr>
<td>CC</td>
<td>10 (space available basis)</td>
<td>9.25</td>
</tr>
<tr>
<td>Lioness</td>
<td>2</td>
<td>9.25</td>
</tr>
<tr>
<td>Pin Traders</td>
<td>2</td>
<td>9.25</td>
</tr>
<tr>
<td>Wisconsin Lions Missions</td>
<td>3 (recommended Oct, Mar, Jun)</td>
<td>9.25</td>
</tr>
<tr>
<td>USA/Canada Forum</td>
<td>2 (recommended Mar, Jun)</td>
<td>9.25</td>
</tr>
</tbody>
</table>

* Plus memorials, honorariums and fellowships in the classified section.

b. The front page and other unallocated space in the publication will be dedicated to publishing general news and information of interest to the Lions of Wisconsin. Additional space will be charged at the rate established in this Policy, except for information published as feature articles.

3. Holiday Greeting++ - An annual Holiday greeting will be placed in the December/January issue each year extending Holiday wishes from the:
   - DGs and their spouses/companions
   - Current or IPID and his/her spouse/companion
   - Wisconsin Lions Foundation President and his/her spouse/companion
   - Council Chair and his/her spouse/companion
   - State Office Staff

J. Submissions
   1. Deadlines - The Editorial Board will set submission deadlines based on the necessary timeline required to have the final publication received by the 1st of the month of publication.

   2. Submission Guidelines
      a. Article and photo submissions guidelines will be determined by the Editorial Board. Complete guidelines are to be posted on the Wisconsin Lion section of www.wisconsinlions.org. A summary of the guidelines will be published monthly in the Wisconsin Lion.

      b. The COG encourages Lions, Lioness and Leos to submit material and pictures of Lionism in Wisconsin. Material should reflect Lions projects and events of interest to all readers. Pictures should not portray any alcoholic beverages. * Photos should show Lions providing service; non action photos may not run more than one column wide.

      c. New officer installations and new member inductions (unless over five) will not be printed. Group photos of the new Lions and their spouses may be published more than one column wide as space provides.

      d. Obituaries will not be published in the Wisconsin Lion except in the following circumstances:
         - A memorial/obituary story will be published in the general news section of the Wisconsin Lion upon the passing of any MD27 PID or current ID. It is recommended that this story be placed on the front page whenever possible.
At the discretion of the DG, a memorial/obituary story may be published on a District page for any deserving Lion who contributed greatly to that District or to Wisconsin Lion leadership.

3. Use of 1st Person – The use of 1st person is reserved for the following submissions:
- DG column
- ID/PID column
- CC column
- WLF & LEBW President columns
- Feature / People stories - Features are designed to bring the human element into the picture and may use first person. Example: A hard news story describes a club’s donation to the Wisconsin Lions Camp. A feature story might focus on just one of the campers and how their experiences at the Wisconsin Lions Camp changed their lives.

<table>
<thead>
<tr>
<th>Person</th>
<th>Subjective Singular</th>
<th>Subjective Plural</th>
<th>Objective Singular</th>
<th>Objective Plural</th>
<th>Possessive Singular</th>
<th>Possessive Plural</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>I</td>
<td>We</td>
<td>Me</td>
<td>Us</td>
<td>My/mine</td>
<td>Our/ours</td>
</tr>
<tr>
<td>2nd</td>
<td>You</td>
<td>You</td>
<td>You</td>
<td>You</td>
<td>Your</td>
<td>Your/yours</td>
</tr>
<tr>
<td>3rd</td>
<td>He/she/it</td>
<td>They</td>
<td>Him/her/it</td>
<td>Them</td>
<td>His/her/hers/its</td>
<td>Their/their</td>
</tr>
</tbody>
</table>

4. Religious References - As per LCI’s Purpose, Lions is a non-religious, non-political Association; therefore, the Wisconsin Lion does not publish any references to religion or politics.

K. Advertising Guidelines & Rate Eligibility are as follows and are governed by the policies included herein; complete advertising guidelines are to be posted on the Wisconsin Lion section of www.wisconsinlions.org.

1. Display Advertising
   a. No more than two pages of any Wisconsin Lion will be devoted to paid advertising. Advertising will be accepted to the limit on a first come first run basis. MD27 Convention promotion does not count against this total.
   b. Paid advertising may only run in the general news sections of the Wisconsin Lion.
   c. The following are eligible to purchase advertising at $100:
      i. Candidates for Lions office
      ii. State Sporting event committees (bowling, curling, golf)
      iii. Lions Pin Trading Club of Wisconsin
      iv. Clubs or districts bidding for state sporting events or MD27 State Convention
      v. All Wisconsin Lions, Lioness and Leo Clubs.
   d. State Curling & Bowling Committees will each be allowed up to a 32 column inch promotional advertisement (including registration form) in one issue per year at a cost of $100.

2. Classified Advertising
   a. All paid classified advertisements will be charged at the published classified advertising rate with no discounts.
b. Melvin Jones, Birch-Sturm, Knight of Sight and Ray Hempel Fellows will be listed with a photo at no charge.

c. Club Anniversary listings with the club name and number of years will be published automatically and at no charge. Clubs wishing to further promote their anniversary may purchase additional advertising.

3. Advertising Inserts
   a. All advertising inserts will be charged at the published advertising insert rate with no discounts.

   b. Advertiser must provide insertion ready copies to the printer by the published deadline.

L. Advertising Rates
   1. Display Advertising

<table>
<thead>
<tr>
<th>Contract Level</th>
<th>Rate/Col. In.</th>
<th>Open</th>
<th>3-6</th>
<th>7-11</th>
<th>12</th>
<th>Half Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td># col. In.</td>
<td>$10</td>
<td>$9</td>
<td>$7</td>
<td>$5</td>
<td>$5</td>
</tr>
<tr>
<td>1/6 page</td>
<td>9</td>
<td>$88</td>
<td>$80</td>
<td>$62</td>
<td>$44</td>
<td>$44</td>
</tr>
<tr>
<td>1/4 page</td>
<td>13</td>
<td>$130</td>
<td>$117</td>
<td>$91</td>
<td>$65</td>
<td>$65</td>
</tr>
<tr>
<td>1/3 page</td>
<td>17</td>
<td>$173</td>
<td>$156</td>
<td>$121</td>
<td>$87</td>
<td>$87</td>
</tr>
<tr>
<td>1/2 page</td>
<td>26</td>
<td>$260</td>
<td>$234</td>
<td>$182</td>
<td>$130</td>
<td>$130</td>
</tr>
<tr>
<td>2/3 page</td>
<td>35</td>
<td>$347</td>
<td>$312</td>
<td>$243</td>
<td>$173</td>
<td>$173</td>
</tr>
<tr>
<td>3/4 page</td>
<td>39</td>
<td>$390</td>
<td>$351</td>
<td>$273</td>
<td>$195</td>
<td>$195</td>
</tr>
<tr>
<td>Full page</td>
<td>52</td>
<td>$520</td>
<td>$468</td>
<td>$364</td>
<td>$260</td>
<td>$260</td>
</tr>
</tbody>
</table>

2. Advertising Insert Rate: $30/cpm.

M. Complimentary Copies – MD27 will provide complimentary copies of the Wisconsin Lion publication to the following:
   - International Officers and United States Directors - one each
   - International Headquarters Department Heads - one each
   - Leader Dogs for the Blind – one copy
   - WLF – one copy
   - LEBW – one copy
   - Wisconsin Historical Society – one copy
   - DGs – five copies to be used at their discretion

   1. Overrun copies will be sent to the MD27 Office.

   2. In addition, the State Office Staff will be authorized to forward one copy to each Multiple District which sends a copy of their publication to Wisconsin.

ADOPTED: 7/2/1997 – former Policy J-3


ADOPTED: 3/7/1982 – former Policy J-6


LATEST UPDATE: 7/1/2018

END OF POLICY 6
POLICY 7 – SUPPORT OF STATEWIDE LIONS CAUSES
Section 1: MD27 Projects, Programs, and Initiatives

MD27 C&BL provides that all statewide causes (projects, programs and initiatives) must have COG approval. Approval of a statewide cause by the COG does not mandate individual District participation.

Statewide fundraising falls into one of the following categories and must follow the requirements listed.

A. MD27 Project - A statewide fundraiser, service activity, or cause that is undertaken by the Wisconsin Lions, Lioness, and Leos and is overseen by WLF.
   1. WLF will create and present an annual budget for each MD27 Project at the January COG Meeting. WLF controls the collection and disbursement of all funds raised.
   2. An annual report on each MD27 Project will be prepared by WLF and presented to the COG at the May COG Meeting.
   3. Current MD27 State Projects:
      • Diabetes Awareness
      • Eyeglass Recycling
      • Hearing
      • Vision Screening
      • Wisconsin Lions Camp

B. MD27 Program - A fundraiser, service activity, or cause that is undertaken for an undetermined period of time by Wisconsin Lions, Lioness, and Leos on a statewide basis that is overseen by a District, club or organization/foundation. All funds raised will go directly to the District, club or organization/foundation.
   1. MD27 Programs will be reviewed annually at the May COG Meeting to solicit funds as a MD27 Program. Programs not reporting as described below will not be approved as a MD27 Program. The review will include, but is not be limited to:
      • Report of funds raised
      • Number of participating clubs
      • Number of participating Districts
      • Number of people impacted/served
      • Any other information pertinent to the renewal of MD27 Program status
   2. Current MD27 State Programs:
      • Birch-Sturm Memorial Fund
      • Leader Dogs For The Blind
      • LEBW
      • LPEF
      • Lions YE
      • Stuff The Bus
      • Wisconsin Lions Missions

C. MD27 Initiative – A fundraiser, service activity, or cause that is undertaken for a set period of time by Wisconsin Lions, Lioness, and Leos and is overseen by a District, club, or organization/foundation.
   1. A MD27 Initiative proposal must be received 30 days in advance of the COG Meeting it will be considered at.
2. A MD27 Initiative must receive annual approval by the COG to solicit funds for just that Lionistic year.

3. MD27 Initiatives must submit a report annually at the first COG Meeting of the Lions year. The review will include but not be limited to:
   a. Report of funds raised
   b. Number of participating clubs
   c. Number of participating Districts
   d. Number of people impacted/served
   e. Any other information pertinent to the renewal of state-wide Initiative status
   f. Written verification the requester/requesting organization is a 501(c)3 organization

ADOPTED: 5/6/1982 – former Policy L-1

LATEST UPDATE: 7/1/2018

POLICY 7 – SUPPORT OF STATEWIDE LIONS CAUSES

Section 2: MD27 Permission To Solicit Funds:

The COG may grant permission for a District, club, individual or organization/foundation to solicit funds from Wisconsin Lions, Lioness and Leos for that Lion’s year.

   A. A written request for permission to solicit funds must be received 30 days in advance of the COG Meeting it will be considered at and must include:
      • Information about the cause, who it benefits, and who is in charge
      • Description of what the requester/requesting organization intends to accomplish with their solicitation
      • Verification that the requester/requesting organization is a 501(c)3 organization
      • Verification of the accounting procedures that will be used to report funds raised

   B. Permission to solicit funds will be reviewed annually at the July COG Meeting:

   C. If the requester is also requesting a mailing list/name list, those requirements are covered elsewhere in this P&PM.

ADOPTED: NEW POLICY

LATEST UPDATE: 7/1/2018

POLICY 7 – SUPPORT OF STATEWIDE LIONS CAUSES

Section 3: Lions Clubs International Contests

All Wisconsin Lions Clubs are encouraged to participate in/sponsor local contests for LCI Contests, such as the Peace Poster and Essay Contests, and must follow the rules as set forth by LCI. Individual Districts and MD27 must also adhere to those rules.

   A. For each official Contest, the CC will arrange for appropriate judging to determine a first, second and third place MD27 winner. No DG will be part of the MD27 judging panel.
B. The CC will notify all the DGs of the first, second and third place winners.
C. The CC will notify and authorize the State Treasurer to prepare the winner’s prize checks.
   1. Prize money is budgeted for each winner as follows:
      a. 1st Place - $100
      b. 2nd Place - $75
      c. 3rd Place - $50
   2. In the case of a tie for second or third place, those individuals who tie would both receive the same prize money (tie for second - $100, $75 and $75; tie for third - $100, $75, $50 and $50).
D. Prize checks will be given to the respective DGs for presentation at an event of their choice.
E. All MD27 level entries and/or copies will be displayed at the MD27 Convention.
   1. State Office Staff working with the Convention Committee will make appropriate arrangements for this display.
F. For each official contest, the CC will arrange for the placement of the winning entries on the MD27 website/social media.

ADOPTED: 1/12/2002 – former Policy L-2

LATEST UPDATE: 7/1/2018

POLICY 7 – SUPPORT OF STATEWIDE LIONS CAUSES
Section 4: Wisconsin Lions Youth Exchange Camp

A. YE Camp General Policy
   1. Unless otherwise stated, this Policy applies to everyone attending the camp including, but not limited to:
      • Adults
      • Campers
      • Counselors
      • Staff
      • Visitors
   2. This Policy applies to all camp activities.
   3. Any violation of this policy will result in immediate dismissal.
   4. Language:
      a. The official language will be English.
      b. Foul language will not be tolerated.
   5. Age Requirement:
      a. Campers will be between the ages of 17 to 20 inclusive.
      b. In special cases, the age limit can be waived by a majority vote of the State YE committee.
   6. Program Participation:
      a. ALL exchange youth will be invited to attend camp, dependent upon availability.
B. Specific Rules:
   1. Pyrotechnic Devices: The use of pyrotechnic devices (fireworks, sparklers, etc.) is strictly forbidden.
2. Prescription Medications: All prescription medications must be registered with the camp nurse or Head Counselor if no nurse is present. The nurse/Head Counselor will control the administration of said medications. A secured area will be provided for the safekeeping of all medications.

3. Illegal Drugs: The use or possession of illegal drugs is strictly forbidden.

4. Hazing: Any form of hazing, harassment, abuse or humiliation is strictly forbidden.

5. Alcohol: The use of alcohol or other intoxicating beverages is strictly forbidden.

6. Driving: Driving of motorized vehicles is strictly forbidden.

7. Smoking/Tobacco Products: Smoking will be confined to the designated area. Use of other tobacco products is prohibited. This is per Wisconsin Statute § 254.92 (2001).

8. Swimming: All camp attendees must pass a swimming test in order to swim beyond the roped shallow area. No one is allowed to swim unless a lifeguard is on duty.

9. Boating: The use of boats as diving platforms is prohibited. Life jackets or approved flotation devices must be used while boating. Non-swimmers must be accompanied by qualified swimmers with permission from an on-duty lifeguard.

10. Clothing: Appropriate attire must be worn at all times. String/thong bikinis, transparent swimwear or any attire deemed by the Camp Director to be inappropriate are prohibited.

11. Telephone: Use of the camp telephone must be authorized by a Lion YE Camp Director. Long distance calls can only be made by credit/calling card or by calling collect.

12. Romance: Romantic involvement among any camp participants is strongly discouraged.

13. Housing: Separate housing quarters are provided for males and females. At no time are campers or counselors allowed to enter the quarters of the opposite sex.

14. Campgrounds: Campers and counselors are not allowed to leave the campgrounds except during scheduled activities.

15. Work Schedules/Camp Rules: These will be posted the first day at camp and will be adhered to as part of camp life.

16. Curfew: Camp shutdown will be at 12:30 am unless superseded by a scheduled activity. Quiet time in sleeping quarters will be at 10:00 pm. Consideration of those wanting to rest should be observed during quiet time.

17. Activities: All campers are required to participate in all scheduled activities unless excused for medical or personal reasons.

18. Medical Emergencies: The Camp Director and camp nurse will determine when, if and how a camp attendee will be transported for medical emergencies.

C. Trips:

1. When away from camp on trips, unless otherwise instructed, campers and counselors are to wear YE apparel issued at camp. Campers and counselors must stay with their assigned group.

2. Bus company and bus driver rules apply and must be conformed to.

ADOPTED: 3/6/1993 – former Policy N-4

LATEST UPDATE: 7/1/2018

POLICY 7 – SUPPORT OF STATEWIDE LIONS CAUSES

Section 5: Lioness Club Program – Sanctioning and Implementation

A. A Lioness Club Program is an official program of MD27. It will be implemented solely in accordance with policy established by the COG.
B. Purpose:
- Enable individuals in Wisconsin to cooperate with Lions Clubs in carrying out their service programs and activities
- Provide community service opportunities for individuals
- Unite Lioness in friendship, fellowship and mutual understanding

C. Name, Emblem and Motto:
1. The name of this program will be the Lioness Club Program and all clubs recognized thereunder will be known as Lioness Clubs.
2. The Lioness Club Program logo and each club logo will be a script form capital letter "L" with the Association emblem in the center of the stem of the letter "L" and the phrase "Lioness Club" in print across the bottom leg of the letter "L".
   - The Lioness club name and emblem are the sole property of LCI and all ownership rights in and all obligations with respect to protection and preservation thereof will rest in and is retained by LCI.
3. A Lioness Club sponsored by one Lions Club may take the name of its sponsoring Lions Club or with the approval of the sponsoring Lions Club may take a name reflecting the place, area or region in which it is located, providing such name is not the name of another existing Lioness Club.
4. A Lioness Club sponsored by more than one Lions Club may take a name reflecting the place, area or region in which it is located providing such name is not the name of another Lioness Club.
5. The Motto of the Lioness Club Program is “We Serve Together”.

D. Jurisdiction: The COG retains authority, control and supervision over all aspects of the Lioness Club Program, including but not by way of limitation, establishment and implementation of constitutional, organizational, procedural and all other operating requirements of said Program and methods for enforcement of the same.
1. Constitution:
   a. The COG will frame the Standard Lioness Club Constitution.
      i. Only the COG has the power to amend the Standard Lioness Club Constitution.
   b. All Lioness Clubs will adopt and be governed by a Standard Lioness Club Constitution.
      i. All Activities, projects and programs of Lioness Clubs will be conducted in harmony with the MD27 Policies and C&BL and the Standard Lioness Club Constitution.
   c. Each Lioness Club may adopt Bylaws that are consistent with the Standard Lioness Club Constitution. Such Bylaws and any subsequent amendments thereto will be subject to the approval of the sponsoring Lions Club(s).
2. Sponsorship:
   a. No group or organization will be recognized as a Lioness Club by MD27 unless sponsored by a Lions Club. No Lions Club may sponsor a Lioness Club except in accordance with the Lioness Club Program Policies established by the COG.
   b. The sponsoring Lions Club is responsible for organization, supervision and guidance of a MD27 recognized Lioness Club, so long as it operates within the policies established by MD27.
   c. Two or more Lions Clubs may jointly sponsor a Lioness Club upon written approval of the COG provided that one Lions Club is designated as the liaison for instruction, direction and communication from MD27.
3. Operating Procedures:
   a. A Lions Club may request MD27 recognition of a Lioness Club, upon submission to the
      DG of necessary forms containing:
         • Names and addresses of members and officers elected
         • Verification of adoption of the Standard Lioness Club Constitution by its
           members
   b. The DG will forward the request to the CC.
   c. Acknowledgment of recognition signed by the CC will be forwarded to the sponsoring
      Lions Club president.
   d. The Lioness club secretary will submit an annual report to the DG, with a copy to the
      sponsoring Lions Club and District Affiliate Chair, on or before the first day of July each
      year, that includes:
         • An up to date membership report which includes Lioness Club officers and
           members
         • Name of the current Lioness Club liaison
   e. Each Lioness Club may secure for its members items bearing the Lioness Club emblem.

4. Financing:
   a. No part of the expenses of Lioness Club officers or meetings of Lioness Clubs or groups
      of Lioness Clubs will be paid by MD27.
   b. It is the responsibility of the respective Lioness Club membership to raise the funds
      necessary to carry out the programs of the Club.

5. Sanctions:
   a. A member of a Lioness club will relinquish all rights and privileges pertaining to
      membership therein, including the right to wear and display the Lioness Club emblem
      when the individual's membership, or the existence of the Club is terminated.
   b. The existence of a Lioness Club will be terminated:
      i. Upon vote of its membership, or
      ii. Withdrawal of sponsorship by its sponsoring Lions Club, or
      iii. Withdrawal of recognition by the COG with or without the consent of the
           sponsoring Lions Club.

E. Lioness Club Liaison
   1. Each Lions Club sponsoring a Lioness Club will appoint a Lion, after consultation with the said
      Lioness Club, as the Club liaison.
   2. The name and address of the Lion appointed by the sponsoring Lions Club as Lioness Club
      liaison is to be reported to the State Office annually. Provision should be made for reporting this
      appointment on the New Club Officer Reporting Form LC-02.

F. Certificate of Organization
   The Lioness Club Certificate of Organization will include the endorsements of the DG and the president
   of the sponsoring Lions Club.

ADOPTED: 7/26/1992 – former Policy P-1

LATEST UPDATE: 7/1/2018
END OF POLICY 7
Section 1: Host Committee & Facility Requirements

A. Host Committee
1. The Convention Host Committee will be comprised of any of the following organizations:
   - Multiple District
   - District
   - Lions Club
   - Combination of Lions Clubs
2. Responsibilities:
   a. Reserve a block of rooms sufficient to provide housing, at the attendee’s expense, during
      the Convention for Dignitary Housing as set forth in this P&PM. This block of rooms
      will be open to all convention attendees on February 1st of the Convention year.
   b. Provide suitable housing for the visiting International Guest at no charge.
   c. Supply suitable facilities with public address systems for convention seminars, meals,
      and meetings as set forth in this P&PM.
   d. Provide all registration related functions including, but not limited to, promoting
      registration, collecting registration and meal fees, managing fee distribution, preparing
      registration packets including name badges and meal tickets, and other registration
      related activities as required by the COG and this P&PM.
   e. Prepare a name badge for all registrants that includes, at a minimum, the Lions emblem;
      designation as Lion, Lioness, Leo or guest; the registrants name and any current office
      title beyond the club level; the name of the club they belong to.
   f. Prepare a Convention Program Booklet for distribution to registrants. Content of the
      Convention Program Booklet, except for advertising, is subject to COG approval.
   g. Arrange for all Convention meals.
   h. Host a Dignitary Reception prior to the Governors’ Honor Banquet or equivalent event.
   i. Select and employ the services of a Keynote Speaker for one of the luncheons.
   j. Arrange and plan all seminars presented during the Convention.
   k. Sponsor Friday evening hospitality for all Conventions registrants.
   l. Provide a display area for exhibitors to inform registrants of their products/services.
      i. State recognized Lions Projects and Programs will be provided reasonable space
         at no charge.
   m. Provide facilities for voting in accordance with this P&PM.
   n. Coordinate with the MD27 State Convention Sergeant-At-Arms Committee to determine
      manpower needs for policing the Convention and provide additional manpower as
      needed.
   o. Provide adequate signage for all Convention events.
   p. Provide a display area for pin traders in accordance with this P&PM.
   q. Provide centerpieces for head tables for the Governors’ Honor Banquet or equivalent
      event.
   r. Arrange and host an annual MD27 State Convention Golf Outing preceding the start of
      the Convention.
   s. Design and procure a MD27 State Convention Pin.

B. Convention Host Committee Revenue
1. All fees/charges imposed must be approved by the COG, including:
• Registration
• Meals
• Convention pin sales
• Golf registration
• Convention Program Book advertising
• Friday hospitality co-sponsoring
• Exhibitor space sales

2. The following raffles are allowed:
   a. Convention Host Committee:
      • One Convention Class A raffle
      • Friday Luncheon – one Class B raffle.
      • Friday Hospitality – up to four Class B raffles
      • Saturday Luncheon – one Class B raffle
      • Annual MD27 State Convention Golf Outing – up to four Class B raffles
   b. Lioness – one Class B raffle.

C. Bidding
   1. The Convention Host Committee will submit a bid to host the annual MD27 State Convention in conjunction with a headquarters hotel and/or convention facility to the Lions State Office no later than 30 days prior to the January COG meeting of the third year immediately preceding the year of the Convention to be hosted (i.e. January 2019 to host the 2022 MD27 State Convention).
   2. The bid will contain all pertinent information necessary to judge the adequacy of the headquarters hotel and/or convention facility against the requirements set forth in this P&PM.
      a. The bid will contain a letter of support from the headquarters hotel, along with applicable room rates for the convention period.

D. Host Hotel and Space Requirements
   A Convention Host Committee wishing to host the annual State Lions Convention, will as a minimum, submit a bid that provides for the following requirements at a single facility or as an alternative, provide a plan to meet these requirements with a combination of facilities and transportation, if required.

   1. Accommodations:
      a. The Headquarters hotel will have a minimum of 200 guest rooms available with a total of 350 guest rooms available within five miles of the Headquarters hotel.
      b. In the event the Headquarters hotel has less than 200 guest rooms available, there must be a minimum of 250 guest rooms available within two miles of the Headquarters hotel and a total of 350 guest rooms available within five miles of the Headquarters hotel.

   2. Meal facilities:
      a. Luncheons – seating for 750
      b. Breakfast – seating for 350
      c. Evening banquet – seating for 350

   3. Additional space requirements:
      a. Seminar Breakout rooms – three rooms with seating capacity of no less than 150.
      b. District meeting rooms – must be available simultaneously
         • Three rooms with a seating capacity of 150 (breakout rooms may be used)
• Three rooms with a seating capacity of 100
• Four rooms with a seating capacity of 75
  c. Voting area – room with at least 800 square feet and a separate entrance and exit.
  d. Display area – an area for 40, eight foot tables available on a continuous basis during the Convention.
  e. Registration area – an area for four, eight foot tables.
  f. Secure room to store registration materials.

E. Oversight

  1. The COG will have sole and complete control over Convention activities. Any deviation from this or any other MD27 Policy must be submitted to the COG for approval.

ADOPTED: 7/21/2012 – former Policy F-11

ADOPTED: 5/15/2014 – former Policy F-14

LATEST UPDATE: 7/1/2018

POLICY 8 – MD27 STATE CONVENTION

Section 2: Site Inspection Committee

A. This Committee will be composed of five members, one from each lettered District, and the MD27 State Convention Coordinator. Members will be appointed to a two-year term by their respective DGs. The term of office will commence July 1st and end June 30th for each two year term.

  1. Districts A, C and E will make their appointments with the term of office beginning in even numbered years. Districts B & D will make their appointments with the term of office beginning in odd numbered years. The Members will alternate between numbered Districts.
  2. Immediately upon being notified of a Committee member's resignation or their inability to serve, their DG will appoint another Lion member in good standing from their District to complete the unexpired term.

B. This Committee will investigate all bids received from groups interested in hosting the MD27 State Convention.

C. All Committee actions will be subject to COG review and approval.

Mileage reimbursements to inspect potential sites will be made in conformance with LCI General Expense Reimbursement Policy.


LATEST UPDATE: 7/1/2018

POLICY 8 – MD27 STATE CONVENTION
Section 3: Funds and Fees

A. MD27 C&BL provides that the COG will have complete charge of the MD27 State Convention Fund, and will approve all expenditures.

B. Convention Registration Fee
   1. The regular registration fee charged to each attendee will be a maximum of $18.
   2. To encourage early registration and to assist in estimating the needs of the Convention attendees, an additional $2 fee may be added to the registration and other individual fees a maximum of 30 days before the start of the Convention.
   3. A “No Refunds After” date may be set a maximum of 15 days before the start of the Convention.
   4. $1.50 from each registration fee will be remitted to MD27 by the Convention Host Committee. The COG will determine at the March COG Meeting what Lions cause the funds will be dedicated to; or if no action is taken, the funds will be turned over to the MD27 Reserve Fund.

C. Dignitary Fee Coverage
   MD27 will provide for the registration and fees for all Convention sponsored meals for the following and their spouse/companion:
   - LCI guest
   - ID and PIDs
   - Current DGs
   - Current CC
   - WLF President
   - LEBW President
   - PDGO President

ADOPTED: 3/10/1985 – former Policy B-1

ADOPTED: 2/7/1981 – former Policy F-1


LATEST UPDATE: 7/1/2018

POLICY 8 – MD27 STATE CONVENTION

Section 4: MD27 State Convention Coordinator

The MD27 State Convention Coordinator will be appointed by the COG for a term subject to reconfirmation of each succeeding COG.

A. Coordinator Duties:
   1. Act as the duly authorized COG representative in all matters related to the MD27 State Convention and seek COG approval of all issues requiring their approval or not covered by Policy.
   2. Serve as the MD27 State Convention Site Inspection Committee Chair, ensuring compliance with MD27 C&BL and this P&PM.
4. Review all bids for future convention sites and arrange for timely site visits by the MD27 State Convention Site Inspection Committee.
5. Report MD27 State Convention Site Inspection Committee recommendations to the COG for inclusion of future sites on the ballot at the MD27 State Convention.
6. Prepare and negotiate the contract between COG and the MD27 State Convention Host Committee.
7. Confirm the appointment of a Lioness Representative and ensure they are included on the Convention Planning Committee.
8. Attend Convention Host Committee meetings and report to the COG on the progress of MD27 State Convention arrangements and all actions that require COG approval.
9. Prepare the communication regarding Dignitary room reservations called for by this P&PM and ensure that it is sent to the required individuals.
10. Complete the registration form and request payment of such for the individuals identified in the Dignitary Fee Coverage section of this P&PM.
11. Develop a plan of publicizing the Convention in the Wisconsin Lion Publication and on MD27 social media.
12. Ensure that all necessary and appropriate materials are posted to the State website under the Conventions section.
13. Communicate with the following MD27 State Convention Committees regarding their MD27 State Convention responsibilities:
   - State Elections
   - Credentials
   - Parliamentarian
   - Sergeant-At-Arms
   - Tail Twisters
   - Affiliate Clubs MD27 State Convention Representative
14. Cooperate with the CC regarding the preparation of the programs for the luncheons, banquets and business meetings held during the Convention.
15. File an annual report with the COG, prior to June 30 of each year, setting forth all essential information regarding the activities and statistics of the MD27 State Convention, as well as any issues that require action prior to the next Convention.

ADOPTED: 1/7/2012 – former Policy F-10

LATEST UPDATE: 7/1/2018

POLICY 8 – MD27 STATE CONVENTION

Section 5: International Guest/Speaker

A. As covered in the CC duties in this P&PM, the CC will work with the ID/IPID to secure an International Guest/Speaker for the MD27 State Convention. This Guest/Speaker should be the Lion who served as IP in the year proceeding the year in which the Convention is held, unless the IP is available to attend the entire Convention. In extending the invitation, it will be made clear to the Guest/Speaker that he/she is expected to remain for the entire Convention.
B. The following exception to the Policy will apply:

1. When the IPIP is from another geographical area outside North America, the COG will have two options:
   a. Invite the IPIP and pay all related expenses. (Officer expenses from outside our geographical area are not paid by LCI).
   b. Invite another International Officer (past or present) as the Convention speaker.

ADOPTED: 2/2/1991 – former Policy F-6

LATEST UPDATE: 7/1/2018

POLICY 8 – MD27 STATE CONVENTION
Section 6: Speaker Merchandise Sales

It has become common to contract a guest speaker for one of the luncheons and/or a seminar at the MD27 State Convention for a reasonable cost. Some guest speakers have requested to be allowed to sell their books and similar merchandise to offset their expenses.

Guest speakers will be allowed to sell their merchandise, immediately following their presentation, at a location and for a set period of time as determined by the Convention Host Committee.

ADOPTED: 3/1/2003 – former Policy F-8

LATEST UPDATE: 7/1/2018

POLICY 8 – MD27 STATE CONVENTION
Section 7: Sale of Lions State Merchandise

Due to the fact that the State Office no longer maintains Wisconsin Lions clothing merchandise in inventory, the COG recommends that the State authorized vendor be at the MD27 State Convention.

ADOPTED: 2/7/1981 – former Policy F-2

LATEST UPDATE: 7/1/2018

POLICY 8 – MD27 STATE CONVENTION
Section 8: Pin Trading

In order to provide for the orderly management of areas established for the trading of Lions friendship pins:

A. An adequate area with tables and chairs for pin trading will be provided by the Convention Host Committee.
1. Tables need to be reserved by the published deadline and on the appropriate form prior to the Convention.
2. The LPTCW, and the Multiple District will receive one complimentary table providing it is reserved by the published deadline and on the appropriate form.
3. Each pin trader will be charged ½ the cost the facility charges the Convention Host Committee for a table.
   a. The quantity of tables the pin trader wants to reserve must be submitted by the published deadline and on the appropriate form.
   b. The total table charge must be paid at the time the tables/chairs are reserved.
B. Hours for pin trading will be established by the COG as part of the Convention schedule.
C. Each pin trader desiring to use a table or space within the pin trading area will adhere to the LCI policy that pins are to be traded as friendship pins and cannot be sold for more than the initial cost of the pin including transportation, customs, royalty charge and fair distribution costs. However, pins in excess of three years since release as a trading pin are not restricted by that limitation as they are considered a collectible and the value is determined by the scarcity, desirability and/or age as a collectible Lions item.
D. The selling of pins by districts, clubs and members will be permitted in accordance with the above philosophy.
E. Anyone violating these rules may be removed from the pin trading area by the Sergeant-at-Arms.

ADOPTED: 1/26/1997 – former Policy F-7

LATEST UPDATE: 7/1/2018

POLICY 8 – MD27 STATE CONVENTION
Section 9: Campaign/Promotion Materials

Meal functions are reserved for fellowship, guest speaker presentations and other special events, therefore no distribution of campaign materials, flyers, or any promotional materials will be allowed at or during meal functions.

The MD27 Sergeant-at-Arms will be responsible for the enforcement of this Policy.

ADOPTED: 4/22/2005 – former Policy F-9

LATEST UPDATE: 7/1/2018

POLICY 8 – MD27 STATE CONVENTION
Section 10: State Election Committee

A. All voting at the MD27 State Convention will be in accordance with the LCI and MD27 C&BLs.
B. The location and time will be designated by the State Election Committee Chair. The State Election Committee will supervise the voting at the MD27 State Convention.
C. After voting closes and during tabulation, only members of the Election Committee and those other Lions specifically designated by the State Election Committee Chair will be allowed in the room while the votes are being tallied.

ADOPTED: 1/7/2012 – former Policy F-13

LATEST UPDATE: 7/1/2018

POLICY 8 – MD27 STATE CONVENTION

Section 11: Elections – Ballots

A. In the event that there is more than one candidate for any office voted on at the MD27 State Convention, candidates will be listed on the ballot in alphabetical order.

B. A spoiled ballot (i.e. a ballot the voter knows they have mismarked) will be returned to the appropriate District member of the Election Committee to receive a new ballot. The spoiled ballot will be accounted for by the Elections Committee and stored with the used ballots for future destruction.

C. Any vote results within a five percent margin of victory will automatically be recounted prior to the results being made known to the parties involved.

D. All completed ballots will be returned to the State Office at the completion of the Convention by the State Elections Chair for temporary storage. The ballots will be destroyed upon affirmative vote of the COG at the next COG Meeting.

ADOPTED: 10/10/2981 – former Policy H-1

LATEST UPDATE: 7/1/2018

POLICY 8 – MD27 STATE CONVENTION

Section 12: Elections – Multiple Vacancies

In the case of multiple vacancies to be filled for the same office, the following procedure will apply:

A. Names of all candidates will be listed in one section of the ballot, which will clearly indicate that the Delegate is to "VOTE FOR TWO".

B. Ballots which are clearly marked for one candidate or for two candidates, will be counted as valid ballots. Ballots which are marked for more than two candidates will be invalid.

C. The candidate receiving the largest number of votes will be declared the winner of the office which has the longest term he/she is qualified to serve; the candidate with the next highest number of votes will be declared the winner of the office not filled by the first candidate.

D. Tie votes will be decided in accordance with the MD27 C&BL.

POLICY 8 – MD27 STATE CONVENTION

Section 13: Sergeants-at-Arms Committee

A. The Sergeant-At-Arms Committee will work with the MD27 State Convention Coordinator and the Convention Host Committee to assure proper order and decorum at the MD27 State Convention and all its functions, and will perform such other duties as are assigned to them by the COG.

B. The Sergeants-At-Arms Committee will cooperate with the Elections and Credentials Committees in keeping quiet and order while voting is taking place, and to see that only those properly certified and/or registered are admitted to the voting area and Convention sessions and functions.

ADOPTED: 3/5/2011 – former Policy R-1 Sec 2

LATEST UPDATE: 7/1/2018

POLICY 8 – MD27 STATE CONVENTION

Section 14: Tailtwister Committee

A. The Tailtwister Committee will work with the MD27 State Convention Coordinator to determine the times and locations that tailtwisting will be conducted.

B. Official Tailtwister containers and stickers will be made available by WLF and will be the only containers used throughout the MD27 State Convention.

C. All funds collected by the Convention Tailtwisters will be turned over to WLF and the amount announced at the Closing Banquet/Event.

ADOPTED: 3/5/2011 – former Policy R-1 Sec 3

LATEST UPDATE: 7/1/2018

POLICY 8 – MD27 STATE CONVENTION

Section 15: Parliamentarian

A. The Parliamentarian for the MD27 State Convention business sessions will be recommended by the CC and appointed by the COG at the July COG Meeting.

B. The Parliamentarian will make themselves available for all business sessions so that any questions may be quickly resolved.

C. If the appointed Parliamentarian is not be available for any business session, the CC will appoint someone to fill the role.

ADOPTED: 3/5/2011 – former Policy R-1 Sec 4

LATEST UPDATE: 7/1/2018
LATEST UPDATE: 7/1/2018

END OF POLICY 8
POLICY 9 – INTERNATIONAL CONVENTION

Section 1: International Convention Committee

A. The Committee will consist of the CC and one member from each District appointed by the DG for a two-year term.
   1. Districts A1, B1, C1, D1 and E1 will make appointments at the start of odd numbered Lionistic years. Districts A2, B2, C2, D2, and E2 will make appointments at the start of even numbered Lionistic years.
   2. The current ID and all PIDs will serve as ex-officio Committee members.

B. The COG will appoint the International Convention Committee Chair.

C. Committee members will not receive any reimbursement for expenses.


LATEST UPDATE: 7/1/2018

POLICY 9 – INTERNATIONAL CONVENTION

Section 2: Parade Entries

The COG recognizes that it has been the policy for many years to enter units in the International Convention Parade. The International Convention Committee will be responsible for all activities related to the parade.

A. In order to avoid confusion, unless otherwise determined by the COG, the order of line-up will be as follows:
   1. US and State flags
   2. “WISCONSIN” banner, carried by the DGEs immediately followed by their spouses/companions.
   3. CC-E and spouse/companion
   4. Dignitaries
      a. Current COG and spouses/companions
      b. Current ID and spouse/companion, if any
      c. International Candidate(s) and spouse/companion, if any
      d. PIDs and spouses/companions
   5. Band, if authorized by the COG.
   6. Uniformed marching delegation (see below)
   7. Other units

B. The official Wisconsin parade uniform consists of a red Wisconsin Lions shirt (current design); black slacks, skirts, or below the knee capris, black shoes; and an approved hat.
   1. An optional red jacket, of similar design and bearing the same lettering as the official Wisconsin Lions shirt, may be worn.
   2. The uniform for children consists of any red shirt and black slacks or skirt.
   3. Persons not wearing the Wisconsin parade uniform as described in this Policy will not be permitted to participate as members of the marching delegation. The wearing of Lions vests or jackets, other than the approved jacket, by members of the marching delegation is specifically prohibited.
4. Persons participating in the parade, as members of units other than the marching delegation will wear the official Wisconsin Lions parade uniform or other clothing appropriate to the unit they are a member of.

**ADOPTED: 10/27/1990 – former Policy D-4**

**LATEST UPDATE: 7/1/2018**

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**POLICY 9 – INTERNATIONAL CONVENTION**

**Section 3: Hospitality Room**

The COG will have the International Convention Committee arrange for a hospitality room at International Conventions unless such costs are exceedingly prohibitive.

This room is to be used as a gathering point for Wisconsin Lions, as an information center and potentially, to organize Candidate campaign efforts.

**ADOPTED: 10/12/1980 – former Policy D-3**

**LATEST UPDATE: 7/1/2018**

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**POLICY 9 – INTERNATIONAL CONVENTION**

**Section 4: Midwest Breakfast**

The COG encourages attendance at the Midwest Breakfast by all Wisconsin Lions and spouses/companions who are attending the International Convention.

**ADOPTED: 10/12/1980 – former Policy D-6**

**LATEST UPDATE: 7/1/2018**

END OF POLICY 9
POLICY 10 – CANDIDATES FOR ENDORSEMENT FOR INTERNATIONAL OFFICE

The CC will arrange for International Office Candidates to present a maximum five minute address at a COG Meeting. If possible, all candidates for an office will be heard at the same COG Meeting.

Candidates for endorsement will attend the COG Meeting at their own expense.

The COG will take no position favoring one candidate for endorsement over another. Individual DGs will be free to support the candidate of their choice.


LATEST UPDATE: 7/1/2018

END OF POLICY 10
POLICY 11 – DISTRICT OFFICER ATTIRE

Section 1: District Governor Uniform

DGs and spouses/companions will wear distinctive uniforms while representing themselves and the Wisconsin Lions at official Lions functions. Cost of all clothing will be the responsibility of the individual DG, unless specifically noted.

A. DG Formal Uniform
   1. The formal uniform will be an Artillery Red blazer with black slacks/skirt, black socks/hosiery, black shoes, white shirt and agreed upon matching tie/scarf.
   2. A distinctive crest, to be worn on the coat over the left upper pocket, will be provided for each DG at MD expense. The State Office will order crests to be delivered to the DG-Es by the date of the MD27 Convention.

B. Casual Uniform
   1. An optional casual uniform, chosen by the future COG during their 2nd VDG year, will consist of a golf-style shirt with collar and appropriate slacks and shoes. The shirt will be available for the spouse/companion if desired. It will not be the same color as the preceding COG shirt. The shirt will have a Lions emblem on the front and may be lettered to meet the needs of the COG.

   2. Examples of appropriate events for wearing this casual uniform could be DG-E Seminar when permitted, YE Camp visit, Leader Dogs For The Blind visit and other non-formal occasions.

C. Special event shirts
   The COG, may by unanimous agreement, designate a different shirt or shirt color for special months or events (e.g. gray in November for diabetes awareness) to be worn in place of the white formal uniform shirt, or the casual uniform shirt.

D. Spouse/Companion Uniform
   A spouse/companion of the DG will wear a comparable “formal uniform” when accompanying the DG. An approximately 4” dia. deluxe Lions emblem will be worn on the coat over the left upper pocket. The State Office will order the deluxe Lions emblem to be delivered to the DG-Es by the date of the MD27 convention.

E. CC Uniform Decision Prerogative
   The final decision for which uniform to wear will be determined by the CC or CC designee.

ADOPTED: 7/13/1990 – former Policy A-4

LATEST UPDATE: 7/1/2018

POLICY 11 – DISTRICT OFFICER ATTIRE

Section 2: Vice District Governor Uniform

VDGs will wear distinctive uniforms while representing themselves and the Wisconsin Lions at official Lions functions. Cost of all clothing will be the responsibility of the individual VDG

A. VDG Formal Uniform
   1. The formal uniform will be a Hunter Green blazer with black slacks/skirt, black socks/hosiery, black shoes, and white shirt.
2. A distinctive crest, to be worn on the coat over the left upper pocket, will be provided for each VDG at MD expense. The State Office will order crests to be delivered to the VDGs by the date of the MD27 Convention.

B. Casual Uniform
   1. An optional casual uniform, chosen by the future COG during their 2\textsuperscript{nd} VDG year will consist of a golf-style shirt with collar and appropriate slacks and shoes. The shirt will be available for the spouse/companion if desired. It will not be the same color as the preceding COG shirt. The shirt will have a Lions emblem on the front and may be lettered to meet the needs of the COG.
   2. Examples of appropriate events for wearing this casual uniform could be DG-E Seminar when permitted, YE Camp visit, Leader Dogs For The Blind visit, and other non-formal occasions.

C. Special event shirts
   The future COG, may by unanimous agreement, designate a different shirt or shirt color for special months or events (e.g. gray in November for diabetes awareness) to be worn in place of the white formal uniform shirt, or the casual uniform shirt.

D. Spouse/Companion Uniform
   A comparable formal uniform for the spouse/companion of the VDG is optional.

E. CC Uniform Decision Prerogative
   The final decision for which uniform to wear will be determined by the CC or CC designee.


LATEST UPDATE: 7/1/2018

POLICY 11 – DISTRICT OFFICER ATTIRE

Section 3: Uniform Blazer Sourcing Procedure

A. DG Blazer - MD27 has adopted a policy of a distinctive uniform for each COG member and their spouse/companion.
   1. Since it is important that the main component of the uniform, the blazer, be consistent among all COG members of the same year, the incoming COG will vote by the end of the October COG weekend, on one source for the Artillery Red blazer. The blazer may be purchased from the same supplier as the previous year’s COG, from a newly sourced supplier, or from a reputable online/mail order supplier.
      a. If a supplier being considered is different from the previous year’s supplier, the current COG merchandise chair will assist the incoming COG with finding a new supplier.
      b. If a supplier being considered is different from the previous year’s supplier, it is recommended samples be reviewed to assure a quality blazer will be selected.
   2. There may also be a stock of previously owned DG blazers in various sizes stored at the State Office. If desired, a DG may use one of these blazers during their DG year provided it is a good color match with the rest of the DGs.

B. VDG Blazer
   1. MD27 has adopted a policy of a distinctive uniform for each VDG.
   2. The Hunter Green blazer may be purchased from the same supplier as the previous year’s VDGs, from a newly sourced supplier, or from a reputable on-line/mail order supplier.
2. If a supplier being considered is different from the previous year’s supplier, it is recommended samples be reviewed to assure a quality blazer in the appropriate color will be selected.

3. There may also be a stock of previously owned VDG blazers in various sizes stored at the State Office. If desired, a VDG may use one of these blazers during their VDG years.

C. PDG

1. PDG uniform will be a dark blue blazer. No standardized source is used.


LATEST UPDATE: 7/1/2018

END OF POLICY 11
MD27 POLICY & PROCEDURE MANUAL

POLICY 12 – MD27 STATE PINS

Section 1: Design Contest and Supplier Selection

MD27 will hold a contest, during the Lionistic year before the current pin series ends, for the purpose of obtaining designs for the annual Wisconsin Lion trading pin. The contest will run from July 1st to December 31st, and will be publicized in the State publication in the July/August, October and December/January issues.

A. Trading Pin Design Criteria: To establish a quality and uniform trading pin, the following criteria will be used in the design and production of the Wisconsin Lion trading pin:
   1. Designs will feature a series of up to five pins, with one pin dedicated for each year of the series.
   2. The theme of the series will be a topic representing the State.
   3. Each pin in the series will include ‘Wisconsin’, the year, LCI logo, and the series theme.

B. Trading Pin Design Selection: The State Pin Committee will select a pin series and recommend the series to the COG for final approval.

C. In the event of a special year in Lion’s history, a special commemorative pin may be inserted into an agreed upon series of pins upon final approval from the COG.

D. Supplier Selection and Ordering Instructions – The State Pin Chair will:
   1. Prepare the number of drawings necessary for submission to a licensed LCI agent.
   2. Submit the drawings to the supplier(s) determined by the State Pin Committee to obtain quotes and supplier artwork for the pin series.
   3. Have the State Pin Committee review the quotes and supplier artwork and recommend a supplier to the COG at the January COG meeting.
   4. Order the agreed upon quantity of pins to be shipped to the State Office for distribution.

E. If for economic or other reasons a change of supplier is required by the COG or the State Pin Committee, the supplier selection process will be repeated by the State Pin Committee.

ADOPTED: 7/24/1983 – former Policy K-1

LATEST UPDATE: 7/1/2018

POLICY 12 – MD27 STATE PINS

Section 2: Distribution of Pins and State Buttons

Each year, MD27 authorizes and purchases a distinctive State Lions pin. These pins are available for sale to the Lions, Lioness and Leos of MD27 at a price determined by the COG. Additional pins may be distributed without charge to International Convention attendees.

A. International Convention
   1. International Convention attendee pins will be distributed only to Lions attending the International Convention.
      a. Annual distribution of pins for dignitaries to trade at the International Convention will be as follows:
b. Those Lions not listed above, will receive 10 pins without charge. Five of the 10 pins will be of the current year and the other five pins will be of the oldest pin stock remaining at the State Office.

2. These pins will be distributed at the MD27 State Convention only to those Lions who are registered for the International Convention at that time.
   a. Those Lions who do not attend the MD27 State Convention must make arrangements with the State Office to receive their pin allotment.

3. The MD27 International Convention Committee Chair will coordinate with the State Office Staff to arrange for the distribution of the pins at the MD27 State Convention.

B. DG Consigned Pins

1. A quantity of pins agreed upon by the CC, the DG, and the State Office Staff will be given to each DG on a consignment basis for each DG to be able to sell during their DG year at a COG determined price.
   a. It is suggested the average number of pins sold by the three previous DGs (rounded up to next 25) be used as the number of pins offered to the DG to sell.

2. The State Office Staff will keep track of the pins consigned to each DG using a form the DG will sign upon receiving their initial supply of pins.
   a. During the year additional consigned pins will be tracked by the State Office Staff.

3. Funds collected will be turned in by the DG as the year progresses and a receipt will be issued by the State Office.

4. All accounts for each DG must be reconciled with the State Office by the end of the Lionistic year either by paying for the consigned pins, or by returning unsold pins.

5. Any DG account amount not reconciled at the end of the year will be charged to the respective District for payment.

C. Wisconsin State Buttons

1. The ID or Endorsed ID Candidate will receive up to 1,500 Wisconsin buttons on an annual basis.


LATEST UPDATE: 7/1/2018
A. The price of non-current year State pins will be set at 50% of the previous year’s regular pins (ex: on July 1, 2018, all remaining 2017-2018 State pins will be set at 50% of the 2017-2018 selling price)

B. If a special State pin (ex: LCI Centennial Pin) had a special selling price, the reduced price will be set at 50% of the original price.

C. The cost for shipment of non-current year State pins ordered from the State Office will be the same as the current year State pins.

ADOPTED: 10/6/2018

LATEST UPDATE: 10/6/2018

END OF POLICY 12
POLICY 13 - AWARDS AND RECOGNITION

Section 1: Helmer Lecy Sight Service Award

The Helmer Lecy Sight Service Award recognizes up to two Lions and/or non-Lions each year for outstanding volunteer service in the field of sight (restoration, saving or any other sight-related projects).

DGs wishing to nominate someone for this Award, must submit their nominee to the CC by January 1st. A maximum of one nomination per District per year is allowed. Nominations must be submitted on the form found in the appendix of this P&PM.

Previous Helmer Lecy Sight Service Award recipients are not eligible, unless extraordinary circumstances permit.

Award recipients will be chosen within 60 days by a committee consisting of the:

- CC – (chairman)
- WLF Sight Project Chair
- ID or IPID

The Helmer Lecy Sight Service Awards will be presented at the MD27 Convention.

The Award is a ribbon type medallion, accompanied by a proper certificate relating the significance of the Award. All Award costs will be paid by the interest generated by a trust fund set up by PID Helmer Lecy.

ADOPTED: 3/8/1996 – former Policy Q-1

LATEST UPDATE: 7/1/2018

END OF POLICY 13
POLICY 14 – MD27 COMMITTEES - FORMERLY POLICY R-1
This policy will be researched and revised by the 2018-19 COG Policy Committee

NOTE: In 2018-19 create a new Committee description for the Policy Committee that includes: a Chair (3-year appointment), PDG, DG, 1st VDG/DG-E, and 2nd VDG.

Section 1 – State Bowling and Curling Committees

a. These Committees shall be composed of a member from each District. Members shall be appointed by the respective District Governors, each for two year terms. The term of office shall commence July 1st and end June 30th for each two year term.

b. Districts A1, A2, C1, C2, E1 and E2 shall make their appointments in the even numbered years. Districts B1, B2, D1 and D2 shall make their appointments in the odd numbered years.

c. Each Committee shall appoint a Wisconsin Lion in good standing as its Secretary-Treasurer. The Secretary-Treasurer does not need be a member of the Committee.

d. The Committee members from the District in which the next State Tournament is to be held shall be the Chair of the Committee.

e. Under the supervision of the State Council, the committees shall be responsible for supervising the State Bowling and Curling Tournaments.

f. Each Committee shall be responsible for establishing the rules and regulations for conducting its State Tournament, and shall establish the entry fee to be charged by the host club.

g. Each Committee shall investigate all invitations received from Clubs interested in sponsoring the next State Tournament.

h. All actions of the Committee shall be subject to review and approval by the State Council. (See Article XIII of the Constitution and Article VII of the By-Laws for additional requirements).

i. Immediately upon being notified of a committee member's resignation or their inability to serve, their District Governor shall appoint another Lion member in good standing from their District to complete the unexpired term.

j. All State Bowling Tournaments shall be conducted under the rules of the ABC and the WIBC.

k. A portion of the entry fees collected from participants for the State Tournament by the host club shall be allocated to the State Bowling and Curling Committees in an amount determined by the respective State Committee for administrative expenses of such Committee. Administrative expenses shall be those as defined in Article IV, Section 15 a. herein. Committee members are to be reimbursed for their administrative expenses according to the Rules of Audit of Lions Clubs International.

l. Minutes of each Committee meeting shall be submitted to each member of the Council of Governors within ten days following each meeting.

m. Each Committee Secretary shall make annual written reports to the State Council. Each Committee Treasurer shall submit an annual report of receipts and disbursements to the State
Council. All such reports shall be submitted at least twenty days before the MD27 State Convention. The same reports shall also be presented to the MD27 State Convention by each Committee Secretary.

Section 2 – Youth Exchange Committee

a. This Committee shall be composed of a member from each District. Members shall be appointed by the respective District Governors, each for three year terms. The term of office shall commence July 1st and end June 30th for each three year term.

b. This Committee Chair shall be appointed by the State Council for the three year term with an annual renewal. The term of office shall commence July 1st and end June 30th for the three year term.

c. The Youth Exchange Committee shall be responsible for arranging and coordinating the visits of foreign youth to Wisconsin and Wisconsin youth to foreign countries in conjunction with the program conducted by Lions Clubs International.

d. This Committee shall be responsible for the Wisconsin Lions Youth Exchange Camp.

Section 3 – State Pin Committee

a. This Committee shall be appointed by the State Council and shall consist of five members. Each member shall be appointed for a term of three years from each of the lettered Districts in the following manner:

1990-91   A1, B1, C1, D1, E1
1991-92   A2, B1, C1, D2, E1
1992-93   A2, B2, C1, D2, E2
1993-94   A2, B2, C2, D2, E2
1994-95   A1, B2, C2, D1, E2
1995-96   A1, B1, C2, D1, E1

b. The Committee shall name its own Chair.

c. The Committee shall select, with the assistance of the State Office, a Wisconsin trading pin or set not to exceed four annual pins in accordance with policies determined by the State Council.

d. No reimbursement for expenses shall be allowed any member of the Committee.

e. The Committee shall report to the Council at least twice each year.

f. Any Wisconsin Lion may submit proposed pin designs to the Committee.

Section 4 – Lions Affiliate Convention Committee

a. This committee shall be appointed by the Council of Governors and shall be composed of one member from each District and serve a two year term.

b. The committee shall perform such duties as may be assigned to them by the Council of Governors.
Section 5 – Multiple District Lions Affiliate Chair and Advisory Committee
   a. This committee shall be comprised of the Lions Affiliate District President or Lions Affiliate District Associate and the Lions Affiliate District Chair of each District and the Multiple District Affiliate Chair.

   b. The Multiple District Lions Affiliate Chair shall be appointed by the Council of Governors for a period of three years.

   c. The committee shall perform such duties as may be assigned to them by the Council of Governors.

Section 6 – International Relations Committee
   a. This individual shall be appointed by the Council of Governors.

   b. The individual shall perform such duties as may be assigned to them by the Council of Governors.

Section 7 – Multiple District Leadership Co-Chair
   a. This committee shall be appointed by the Council of Governors and shall be composed of two members from the Multiple District to serve a three year term.

   b. The committee shall perform such duties as may be assigned to them by the Council of Governors and Lions Clubs International.

Section 8 – LCIF Multiple District Chair and Committee
   a. This individual shall be appointed by the Council of Governors for a term of three years.

   b. This individual shall perform such duties as may be assigned by the Council of Governors and Lions Clubs International.

Section 9 – Multiple District Leo Chair and Committee, Multiple District Lions Youth Outreach/Quest Chair and Committee
   a. This individual shall be appointed by the Council of Governors.

   b. The individual shall perform such duties as may be assigned by the Council of Governors and Lions Clubs International.

Section 10 – Multiple District Membership Chair
   a. This individual shall be appointed by the Council of Governors to serve a three year term.

   b. The individual shall perform such duties as may be assigned by the Council of Governors and Lions Clubs International.
Section 11 – Multiple District Extension Chair

a. This individual shall be appointed by the Council of Governors to serve a term of three years.

b. The individual shall perform such duties as may be assigned by the Council of Governors and Lions Clubs International.

Section 12 – Multiple District Protocol Chair

a. This individual shall be appointed by the Council of Governors.

b. The individual shall perform such duties as may be assigned by the Council of Governors and Lions Clubs International.

Section 13 – State Bowling and Curling Tournament Host Club Qualification Requirements

Any club desiring to be host to the State Bowling or Curling Tournament shall submit a written invitation to the respective Committee Secretary of the State Bowling and State Curling Committees by December 15 of the year prior to the year the MD27 State Convention votes on the host club for such tournaments, disclosing the following information and more if considered pertinent:

a. Number of bowling lanes as specified in Article XIII, Sec. 2 of the Constitution.

b. A written invitation by the mayor or city manager of the interested city.

Section 14 – Multiple District Publication

A. Authority

The State Council shall have the power to designate the official publication for the Multiple District and to negotiate and enter into a written contract for a period not exceeding three years for supervision, printing, and editorial policy of the publication.

B. Budget

The State Council shall make provisions in its recommended budget at the MD27 State Convention for an amount to defray some of the publication expenses.

C. Fund Balance

Any balance in the State Lions Publication Fund at the close of the fiscal year, as shown by the audit report, shall be transferred by the retiring State Council to a Reserve Account.

Section 15 – IT Committee

The Council of Governors wishes to give formal structure to the current IT Committee, so in furtherance of this objective, the IT Committee shall:

1. Facilitate the transfer of the information among Lions in the Multiple District, taking advantage of the latest technology available.

2. Be composed of one person from each District who currently serves as that District’s IT chair; if the District has no chair, or that person chooses not to serve, the District Governor of that District shall appoint a representative.
3. Meet at least once per year as a committee.

4. Give a written report to the Council of Governors at least once per year

Section 16 – Multiple District Public Relations Committee

The Council of Governors wishes to give a formal structure to how promotional information of the Multiple District is managed and distributed to the public. The PR Committee shall:

1. Facilitate the transfer of the promotional information among Lions in the Multiple District, taking advantage of the latest public relations techniques available.

2. Be composed of one person from each District who currently serves as that District’s PR chair; If the District has no chair, or that person chooses not to serve, the District Governor of that District shall appoint a representative.

3. Meet at least once per year as a committee.

4. Give a written report to the Council of Governors at least once per year.

Section 17 – Open positions for next Lionistic year.

Those Multiple District Chair positions that are appointed by the Council of Governors (COG) and are up at the end of the Lionistic year are to be published by the COG either in the State Newspaper or by electronic communications. Notification to the Lions of MD-27 must be by the November COG meeting of all positions opening for the next Lionistic year. Responses are required to be back before the January COG Meeting to the Council Chairperson and to be acted on at the January COG Meeting. They must indicate they are willing to serve the term of that position.


LATEST UPDATE: 7/1/2018

END OF POLICY 14
POLICY 15 – MISCELLANEOUS - FORMERLY POLICIES S-1 TO S-6

Section 1: LCI District Operating Procedures

District Operation Procedures, Officers, Committees, and other topics are detailed in several LCI, MD27, and District documents:

- LCI C&BL (LA-1)
- LCI Standard MD C&BL (LA-5)
- LCI Standard District C&BL (LA-4)
- MD27 C&BL
- Individual District C&BLs

This P&PM does not duplicate/summarize the documents listed above to avoid any contradiction of information that could occur if any of the above documents are revised.

It is recommended that State and District leadership become familiar with the contents of all these governing documents to effectively lead their District.

It should be noted that in case of any contradiction of information in the documents listed above, the order of governance is:

- LCI C&BL (LA-1)
- LCI Standard MD C&BL (LA-5)
- LCI Standard District C&BL (LA-4)
- MD27 C&BL
- Individual District C&BL

It should also be noted that as of July, 1 2016, the LCI Standard District C&BL (LA-4) contains required information that must be included in all District C&BLs.

It is recommended that each District set up a review committee to confirm that all required information is included in their District C&BL, along with any non-conflicting District specific information.

ADOPTED: 3/2/2019
LATEST UPDATE: 3/2/2019

POLICY 15 – DISTRICT OPERATING PROCEDURES

Section 2: Miscellaneous Non-covered Procedures

Over the years various miscellaneous District operating procedures were included in the P&PM that were not a duplication of information listed elsewhere in a LCI, MD27, or LCI District document. The COG felt these items were important enough to be their own separate section within the District Operating Procedures policy.

A. District Governor’s Cabinet:
   1. Voting Privileges: The DG’s Cabinet will be composed of the following who will have full voting privileges:
      a. District Officers:
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- DG
- IPDG
- VDG-1 and VDG-2
- RCs (if used)
- ZCs
- Cabinet Secretary
- Cabinet Treasurer (or a combined Cabinet Secretary/Treasurer)

b. District Cabinet (non-officers):
   - GLT District Coordinator
   - GMT District Coordinator
   - GST District Coordinator
   - LCIF District Coordinator
   - Two WLF Directors
   - Committee Chairs as appointed by the DG
   - Other Lions in good standing who are defined in the District C&BL

c. Past District Governors: PDGs in the District may be invited to attend the meetings of the Cabinet at the discretion of the DG. Their participation in business matters of the Cabinet will be advisory only, and they will have no voting privileges except when appointed to a voting officer/position defined above.

2. Cabinet Vacancies:
   a. Any vacancy in any District Cabinet position, except that of the DG and VDGs, will be filled by appointment of the DG for the unexpired term.

3. Cabinet Secretary/Treasurer successor: In the event the Cabinet Secretary-Treasurer for any reason cannot or does not efficiently perform the duties of their office to the best interest of Lionism, or in the event the office for any reason is vacated, the DG will appoint a successor to serve for the unexpired term.

4. Committees of the District:
   a. The DG may appoint such special committees from time to time as may be necessary in their judgment.
   b. The DG will designate the Chair of each Committee and the Chair will have power to fill all vacancies on the committee.

5. Cabinet recommendations to the COG: When deemed necessary, the District Cabinet will make recommendations to the COG regarding changes which need to be made in the amount of the MD27 per capita taxes collected to cover the administrative and other legitimate expenses of the District.

B. DG Advisory Committee:
   1. The DGs Advisory Committee will assist the ZC in promoting attendance at charter nights of newly organized clubs.
   2. The DGs Advisory Committee will assist the ZC in promoting among the clubs of the Zone, inter-club meetings, special functions celebrating milestones of clubs in the District, and other social activities being hosted by clubs in the District.

C. District Elections Committee:
   1. The DG will appoint a District Elections Committee per the committee make-up defined in the District C&BL.
2. The appointments will be made to meet any election related deadlines set forth in the District C&BL.

3. In addition to duties defined in the District C&BL, the Committee will encourage Lions members from clubs in the District to become candidates for District offices.

D. District Elections:
   1. The DG, VDGs, WLF Director(s), and any District specific elected offices will be elected under procedures provided by the provisions of the respective District C&BL.
   2. The results of the elections for DG and VDGs will be reported to LCI by the current DG.

ADOPTED: 3/5/2011 – former Policy S-2, Officers

LATEST UPDATE: 3/2/2019

END OF POLICY 15
POLICY 16 – VDG QUALIFICATIONS AND DUTIES - FORMERLY POLICIES O-1.1 TO O-2  **DELETED**

END OF POLICY 16
POLICY 17 – MISC POLICIES TO BE REVISED IN 2018-2019

Section 1: Multiple District Chairmen required by Lions Clubs International (N-5)

Lions Clubs International requires that certain chairmen be appointed by the Multiple District. In order to clarify the status of chairmen appointed by the State Council and avoid unnecessary duplication and confusion, the following policy shall be followed for appointing the chairmen required by Lions Clubs International:

The Multiple District International Relations Chair shall be the current or most recent International Director.

The Multiple District Youth Exchange Chair/Co-Chairmen shall be the Chair/Co-Chairmen of the State Youth Exchange Committee.


LATEST UPDATE: 10/8/1999

POLICY 17 – MISC TO BE REVISED IN 2018-2019

Section 2: Multiple District GMT and GLT Coordinators and State Teams - Expenses (B-5)

Each Multiple District shall appoint a State Coordinator with responsibilities for Membership, Extension, Retention and Orientation, referred to as Multiple District Global Membership Team (GMT) Coordinator. This position is for a three year term and is appointed by the Council of Governors, reviewable by each Council of Governors.

Each Multiple District shall appoint a State Coordinator with responsibilities for Leadership, Training, and Leadership Orientation, referred to as Multiple District Leadership Team (GLT) Coordinator. This position is for a three year term and is appointed by the Council of Governors, reviewable by each Council of Governors.

The GMT and GLT Multiple District State Coordinators shall each manage a team that consists of the State GMT or State GLT Coordinator, the Council Chair, and up to four Wisconsin Lions appointed by each State Coordinator to serve as members of the State GMT or GLT for one year or more, up to three years. This is referred to as the State GMT Team and the State GLT Team.

The Council recognizes that the duties of the State GMT Team and State GLT Team are such that it would not be possible to fill the positions unless provisions were made for reimbursement of expenses. For this purpose, an amount shall be included annually in the administrative budget of the Multiple District for each State Team.

The following expenses shall be authorized to be incurred by the Multiple District State GMT Team and the Multiple District GLT Team, according to the Lions Clubs International Rules of Audit:

1. Travel – as required for meetings, events and training related to GMT or GLT responsibilities.
2. Meals
3. Lodging
4. Postage
5. Printing  
6. Telephone  
7. Meeting Charges  
8. Equipment (including software)  
9. Supplies related to GMT or GLT responsibilities

In the event that a member of the State GMT Team or the State GLT Team is also a District GMT Coordinator, expenses incurred in the team member’s home District shall be submitted to the District of the team member. In the event expenses are incurred in the second District supported by the team member, the expenses shall be submitted to the State GMT of State GLT Coordinator for approval and submission for payment, and approved by the Council of Governors Multiple District Treasurer.

Each fiscal year the State GMT and GLT Coordinators shall submit a detailed budget to the incoming Council of Governors prior to the May Council of Governors meeting.

Expenses incurred by the State GMT and State GLT Teams shall be limited by the amount provided for in the Multiple District Budget.

**HISTORY:** Adopted by Motion #111, State Council Meeting, 2/5/1989 Revised to reflect division of Membership and Extension responsibilities by Motion #144, State Council Meeting, 5/18/1995. Policy revised to reflect current MERLO TEAM concept of membership, extension, retention, leadership and orientation, addition of meals and lodging, and submission of detailed budget by Motion #159, State Council Meeting, 2/26/2005. Policy revised to reflect the replacement of the MERLO expense allocation and redirects it to the GMT/GLT expense allocation. Addition of reimbursement expenses for meeting charges, equipment and supplies by Motion #51, State Council Meeting, 10/8/2011. Addition of “Retention” to first sentence by Motion #104, State Council Meeting, 1/7/2012.

**ADOPTED:** 2/5/1989 – former Policy B-5

**LATEST UPDATE:** 1/7/2012

**POLICY 17 – MISC TO BE REVISED IN 2018-2019**

**Section 3: Resolutions Committee - Recommendations (G-1)**

The Multiple District 27 By-Laws specifies that the Chair of the Resolutions - Constitution and By-Laws Committee “in making his report, may give the recommendation of his committee.”

While this committee is established by the Multiple District 27 By-Laws, it is created to assist the State Council in carrying out its responsibilities regarding possible changes to the Multiple District Constitution and By-Laws. The committee has the opportunity to study each resolution in greater detail than the Council in most cases; and the Council therefore considers the opinion and advice of the committee most helpful.

Regardless of whether or not the State Resolutions - Constitution and By-Laws Committee chooses to present its recommendations to the MD27 State Convention, the Committee shall be required to give its recommendations regarding each resolution to the Council.

In the event that the State Resolutions- Constitution and By-Laws Committee chooses not to present its recommendations to the Convention, the Council may present those recommendations on its own motion; however, the Council may not withhold the Committee's recommendations from the Convention should the Committee choose to present them.

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HISTORY: Reaffirmed by Motion #129, State Council Meeting, 3/12/1983. Motion #114, 5/4/17 COG meeting to remove Article IV, Section 4 in first paragraph.

ADOPTED: 3/12/1983 – former Policy G-1

LATEST UPDATE: 5/4/2017

POLICY 17 – MISC TO BE REVISED IN 2018-2019

Section 4: Research and Long Range Planning Committee (N-2)

Article IV, Section 11f of the By-Laws of Multiple District 27 provides that the duties of the Research and Long Range Planning Committee shall be "as directed by the Council".

In compliance with this provision, the goals, objectives and procedures of the Committee shall be:

1. To promote and improve the Lions program in the State of Wisconsin, on a state-wide basis.
2. To envision the future and find the best way to "Serve" economically, physically, psychologically and socially.
3. All suggested subjects to be presented to the Committee for consideration shall be presented from one of the following bodies:
   a. The Council of Governors
   b. A Multiple District (State) Committee
   c. The District Governor on behalf of his District
   d. At the discretion of the Committee.
4. All suggested subjects presented to the Committee shall be in writing.
5. All subjects addressed by the Committee shall be submitted to the Council for approval or their recommendation for further action.
6. The Committee shall report to the Council after every meeting.

HISTORY: Adopted by Motion #108, State Council Meeting, 2/2/1991


LATEST UPDATE: 2/2/1991

POLICY 17 – MISC TO BE REVISED IN 2018-2019

Section 5: State Youth Exchange Committee (N-3)

The Multiple District Youth Exchange Committee is established by the Multiple District By-Laws. In order to establish controls consistent with the Multiple District Constitution and By-Laws, this policy shall govern the conduct and operation of the Youth Exchange Committee.

1. All funds pledged by each sub-district are to be received by the Wisconsin State Lions office to support the Youth Exchange Budget. Any funds forwarded directly by Lions, Lioness, or Leo clubs to the Wisconsin State Lions office shall be forwarded to the appropriate sub-district. An annual notification shall be made to the sub-districts in an amount set by the Council. Sub-districts shall be encouraged to establish budgets to support the Youth Exchange Committee’s activities.
2. The Youth Exchange Committee shall prepare an annual budget and submit it to the Council no later than the week before the MD27 State Convention or at such earlier time as necessary to be included in the
preparation of the state budget as called for in Policy B-8. This budget shall include rationale explaining receipts and expenses.

3. If it becomes apparent that expenses will exceed approved amounts, program cuts will need to be enforced. Changes to the budgeted amounts can only be approved by the Council of Governors prior to expenditure.

4. All funds raised by the Youth Exchange Committee shall be used for the operation of the Youth Exchange Camp, or for the benefit of the participating youth.

5. The Youth Exchange Committee is encouraged to raise funds from all sources, including those outside Lionism.

6. Participation in the Youth Exchange program shall include youths from other countries visiting Wisconsin as well as Wisconsin youths visiting other countries.

7. Reasonable efforts shall be made to provide Youth Exchange participants with materials that promote Wisconsin and Wisconsin Lionism. In this regard the State Lions shall provide up to 100 of the current state pins to the Committee.

8. The Youth Exchange Committee shall appoint one of its members as Treasurer. The duties of the Treasurer shall include:
   a. Recommendation for approval of expenditures related to the Youth Exchange Camp submitted for payment to the State Office.
   b. The State Office will provide the Youth Exchange Committee Chair an advance of $3,500 in April to cover incidental costs related to the operation of the Youth Exchange Camp. Incidental costs are those that relate to the operation of the camp, such as food, materials and supplies. Expansion of the definition of incidental costs will not be allowed without the approval of the Council of Governors.
   c. Provide a full accounting of expenditures, with receipts, to the Council of Governors Treasurer within thirty (30) days of the close of the Youth Exchange Camp.

9. The Youth Exchange Committee Chair or his/her designee shall report to the Council of Governors at their second regularly scheduled Council meeting. The report shall include all activities undertaken and a comparison of actual to budgeted expenditures.

HISTORY: Policy adopted by Motion #161, State Council Meeting, 5/16/1991. Revised by motion #124 State Council Meeting, 2/3/2001. Revised by motion #99 State Council Meeting 10/6/2007. Revised by motion #175, State Council Meeting 3/7/2009. Motion #123, MD27 State Convention Council Meeting 5/15/14, to YE donations will go to the district level and then the district will cut one check to the MD, removal of “other approved programs”, and change to the method and amount to advance for expenses.

ADOPTED: 5/16/1991 – former Policy N-3

LATEST UPDATE: 5/15/2014

POLICY 17 – MISC TO BE REVISED IN 2018-2019

Section 6: Multiple District USA/Canada Lions Leadership Forum Public Relations Chair (N-7)

The USA/Canada Lions Leadership Forum Office has requested that each Multiple District appoint a Multiple District Public Relations Chair for the purpose of promoting the USA/Canada Lions Leadership Forum.

The State Council shall appoint a qualified Lion for this position at the July Council of Governors meeting.

HISTORY: Adopted by Motion #154, State Council meeting, 1/04/2003.
POLICY 17 – MISC TO BE REVISED IN 2018-2019

Section 7: Multiple District Public Relations Coordinator (N-8)

The Multiple District Public Relations Coordinator shall be appointed by the State Council at their July Council Meeting.

The Multiple District Public Relations Coordinator shall plan programs that will assist in developing and maintaining good public relations between the districts within the Multiple District and the general public.

The Multiple District Public Relations Coordinator shall cooperate with the editor of the Wisconsin Lion newspaper in providing news articles and stories of activities as submitted by the District Public Relations Directors newspaper editors.

The Multiple District Public Relations Coordinator shall cooperate with the Multiple District Information Technology Chair to provide articles and stories as submitted by the District Public relations Directors committee to be placed on the Multiple District webpage.

The Multiple District Public Relations Coordinator shall stimulate and supervise publicity for the Multiple District. Multiple District Public Relations Coordinator He/she shall act to build good public relations between the Multiple District and the sub-districts.

The Multiple District Public Relations Coordinator shall be responsible for coordinating efforts and resolving conflicts of interest and cross interests between the Public Relations committee, the IT committee and the Wisconsin Lion Newspaper committee.

HISTORY: Policy adopted by Motion #183, State Council meeting, 3/01/2003. Motion #79, Council Meeting 1/11/14 to change wording of policy N-8 to read “the adhoc evolving communications cmte will now become the combination of newspaper, IT and public relations, and the public relations coordinator will now become the overseer of all these groups.

ADOPTED: 3/1/2003 – former Policy N-8

LATEST UPDATE: 1/11/2014

POLICY 17 – MISC TO BE REVISED IN 2018-2019

Section 8: Guidelines For Ad Hoc Committees (N-9)

1. Ad Hoc Committees

Definition

An ad hoc committee is a special committee appointed by the Council of Governors to study a specific matter of interest to the State which (1) may not be within the jurisdiction of a standing committee, or (2) requires study which cannot be performed by a standing committee because of the time required for the study or the special expertise required of members of the ad hoc committee.

Mission
A clear mission statement shall be developed for each ad hoc committee. The mission statement shall include measurable objectives by which the committee’s performance may be evaluated. These objectives shall include “interim” benchmarks by which periodic progress may be measured.

Term

The term of an ad hoc committee shall be no more than one year but can be extended by the COG.

Funding

Funding if necessary will be subject to budgetary constraints.

Reporting

The ad hoc committee shall give a status report directly to the Council of Governors.

HISTORY: Adopted by Motion #64, State Council Meeting, 10/4/2014.

ADOPTED: 10/4/2014 – former Policy N-9

LATEST UPDATE: 10/4/2014

END OF POLICY 17
APPENDIX
Forms that are commonly used by the COG and the Lions of Wisconsin are kept in this Appendix
**Helmer Lecy Sight Service Award Nomination Form**

<table>
<thead>
<tr>
<th>Nominator Name</th>
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</thead>
<tbody>
<tr>
<td>Nominator Phone</td>
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<tr>
<td>Nominator Email</td>
</tr>
<tr>
<td>Nominee Name</td>
</tr>
<tr>
<td>District / Club</td>
</tr>
<tr>
<td>Years as a Lion</td>
</tr>
<tr>
<td>Lion Offices Held (Club, District, and MD)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th># Members Sponsored</th>
<th># Club Extension Awards</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Sight Service Activities

In 100 words or less, explain why this nominee should be awarded the Helmer Lecy Sight Service Award
REFERENCE COPY ONLY
Contact State Office for Writable .pdf version

**MD27 Council Chair Candidate Resume**

Complete this form & return it to the Council Chair by December 15th.
Use the back/2nd page if you need more room.

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Current Title</td>
<td></td>
</tr>
<tr>
<td>Lions Club / District</td>
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<tr>
<td>Occupation (or previous if retired)</td>
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**OFFICES HELD**

<table>
<thead>
<tr>
<th>Club Offices</th>
<th>Year(s) ex: 2016-17</th>
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<table>
<thead>
<tr>
<th>District Offices</th>
<th>Year(s) ex: 2016-17</th>
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<table>
<thead>
<tr>
<th>Multiple District Offices</th>
<th>Year(s) ex: 2016-19</th>
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</table>

**LEADERSHIP TRAINING - Completed**

<table>
<thead>
<tr>
<th>Training (District, Multiple District, LCI, etc.)</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
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To return to the Table of Contents press Ctrl+Home
<table>
<thead>
<tr>
<th>Event / Location</th>
<th>Year</th>
</tr>
</thead>
<tbody>
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</table>

**RECOGNITION**

<table>
<thead>
<tr>
<th>Lion Awards</th>
<th>Year(s) ex: 2016, 2018</th>
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**ADDITIONAL EXPERIENCE – Preferred, but not required**

<table>
<thead>
<tr>
<th>Conflict Resolution</th>
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<table>
<thead>
<tr>
<th>Managing Staff</th>
</tr>
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</tbody>
</table>
POLICY & PROCEDURE MANUAL HISTORY ARCHIVES

Policies are listed in alphabetical order with the pre-2018 reorganization Policy Number noted in parenthesis for reference.

Click on any title in the Table of Contents to link to the item history.

Note: To return to the Table of Contents of the document press Ctrl+Home

**Multiple District 27 P&PM (overall document)**


**Ad Hoc Committee – guidelines (was N-9)**


**Bowling and Curling Committees Audits (was B-7)**

*HISTORY:* Adopted 5/4/2017. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Policy renamed “Non Face-to-Face meetings and/or Voting”. Added a statement that this procedure is only to be used for urgent decisions that cannot wait for the next COG Meeting. The entire process was detailed to make it more of a step-by-step procedure.

**Candidates for Endorsement for International Office (was A-9)**


**Conducting a meeting via phone or electronically (was A-22)**

*HISTORY:* Adopted 5/4/2017. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Policy renamed “Non Face-to-Face meetings and/or Voting”. Added a statement that this procedure is only to be used for urgent decisions that cannot wait for the next COG Meeting. The entire process was detailed to make it more of a step-by-step procedure.

**Conflict of Interest (was A-19)**

*HISTORY:* Adopted Policy 5/16/2013 by motion #103, COG meeting. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Added the items covering Multiple Offices and Nepotism to the policy. Revised so only the COG (not committees with COG delegated powers), will
sign the acknowledgement statement, and that the signed statements will be stored at the State Office for one year following the term of the COG. Removed item regarding periodic reviews.

**Contract Form - State Executive Secretary (was C-2)**

**HISTORY:** Adopted 11/27/83. Amended by motion #134 State Council Meeting 3/6/93. Amended by motion #75 State Council Meeting 10/22/94. Clarification of job duties as outlined in Policy C-7 and editorial changes by Motion #89, State Council meeting, 10/12/02. Motion #117, State Council Meeting 5/15/14, to remove Policy C-2. Motion #108, COG 7/1/2018: Policy eliminated during 2018 Policy Manual reorganization as it had been removed in 2014.

**Contract Form - State Office Personnel (was C-1)**

**HISTORY:** Adopted 3/9/1985. Updated to reflect benefits for employees working 1,000 hours or more per year by Motion #66, State Council meeting 2/3/1994. Carryover vacation policy changed by Motion #79, State Council meeting 10/20/1996. Updated clarification of compensation upon termination, performance review, deletion of wedding gift, definition of family members, clarification of jury duty, and maintenance of personnel file by Motion #88, State Council meeting, 10/12/2002. Motions #194 and 195 date 7/2/2006 replaced term Executive State Secretary with Council Chair. Motion #45, State Council Mtg 10/2/2016 - Recommended Policy C-1 be removed from the Policy manual and put into a State Officer Personnel Manual. Motion #108, COG 7/1/2018: Policy eliminated during 2018 Policy Manual reorganization as it had been removed in 2016.

**Council Chair – Application Process (was A-6.1)**

**HISTORY:** Policy updated which state selection from three previous Councils to “five” in paragraphs 1 and 2, by Motion #132, State Council Meeting, 1/7/2006. Policy adopted by Motion #147, State Council Meeting, 1/15/2005. Revision to change selection process from the first “official” meeting to the first meeting in January adopted by motion # 121, State Council meeting 1/05/2008. Removed 5-year restriction on pool of qualified candidates, by Motion # 99, State Council Meeting, 10/4/2008. Revision to extend the selection deadline by Motion #126, State Council Meeting, 1/10/2009. Motion #68, 1/14/17 Council Mtg – removed reference to exact Article and Section of the Constitution and by-laws and added reference to sitting council suggested for council meeting. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Policy was titled “CC Candidate Selection” as Policy A-6.1. Qualifications to be a CC removed as they are defined in the MD27 C&BL. ID/PIDs added to the people provided with the candidate list. Notification by State Office Staff was changed from “mail” to “email”. Motion #85, COG 3/2/2019: Added “MD27 CC Candidate Resume” to documents an applicant must submit, and added the resume form to the P&P Appendix.

**Council Chair- Duties & Responsibilities (was part of A-5)**

**HISTORY:** Adopted by Motion #119, State Council Meeting, 2/2/1986. Major revision and addition of expense reimbursement Section by Motion #210, State Council Meeting, 5/12/2005. Expense reimbursement and function attendance requirements updated by Motion # 86, State Council Meeting 10/8/2005. Attend with expense reimbursement for Past District Governors Organization Meeting added by Motion # 108, State Council Meeting, 10/7/2006. Remove He/she shall appoint the Council of Governor Committees Motion #112 and Under 2. Removed Vice Council Chair and replaced it with Council Treasurer by Motion #113, State Council Meeting, 3/6/2010. Update #7, by Motion # 54, to remove “annual” and add “as reimbursable expense”, dropping “trip to Leader Dog for the blind”,
“USA/Canada Leadership Forum”, the words: “they may attend at their option”, adding “all 10 sub-
districts, with one night and mileage, removed “shall attend”, “June”, “District Governors-Elect”, add
Council Chair Elect, and drop MD convention. State Council Meeting, 10/4/2014. Motion #100, COG
5/3/2018, to add “COG Meetings—one night lodging and mileage” & “MD27 Convention—three nights
lodging and mileage” to the CC reimbursable events and made it retroactive for the 2017-2018 year.
former Policy A-5 were split between CC duties Policy and CC Reimbursement Policy. Added that CC is
responsible for all duties defined in: LCI C&BL, LCI CC Manual, MD27 C&BL, and this P&PM. Moved
“Manage MD27 Office Staff and Chair the MD27 Operations Committee from old Policy N-10.

**Council Chair- Reimbursements (was part of A-5)**

of the CC Duties and Responsibilities Policy.

**Council Meeting – Agenda Items/Reports Procedure (was A-13)**

**HISTORY:** Policy adopted by Motion #109, State Council Meeting, 1/12/2002. Changed distribution
deadline from five to ten days and added Vice District Governors by Motion #102, State Council Meeting,
Policy title changed from “Agenda Items Procedure” to “Reports”. Deadline for submittal of reports was
changed from two weeks to one week before the COG Meeting. Defined that the reports and agenda will
be sent to: CC, DGs, VDGs, MD27 ID & PIDs. Added that reports received after deadline may be put off
until the next COG Meeting.

**Council Meetings – Agendas (was A-1)**

**HISTORY:** Above agendas adopted by custom over the period 1975-1987., Election of Eye Bank
Representative and addition of Eye Bank Report by Motion #98, State Council Meeting, 10/9/2004. Refer
to Council meeting on “Sunday following the close of the MD27 State Convention”. Removed by motion #
Policy Manual reorganization. Items that are variations for specific COG Meetings were better defined.
Motion #87 COG 3/2/19: Added item to March meeting to designate $1.50 from MD27 Convention
registrations.

**Council Meetings - District Governor Expenses (was A-10)**

**HISTORY:** Policy in force prior to 1977, added to Policy Manual by Motion #107, State Council
Meeting, 2/5/1995. Policy to refer to Lions Clubs International Rules of Audit by Motion #101, State
Council Meeting, 10/9/2004. Motion #67, 1/14/17 Council Mtg – removal of specifying Article and
Section from the Constitution and changes Rules of Audit to Reimbursement Policy. Motion #108, COG
reimbursement claims may not be made from multiple sources.

**Council Meetings - Meeting Minutes (new 2018)**

**HISTORY:** Adopted 10/6/18. Motion #35, 10/6/18 COG Meeting:
Council Meetings - Persons Invited (was A-2)


Council Meetings - Time and Location (was A-3)

HISTORY: Policy in force prior to 1977. International Convention meeting revised by Motion #108, State Council Meeting 2/5/1995. Winter Meeting changed to January by Motion #72, State Council Meeting, 10/6/2001. Location for July & October meetings deleted by Motion #149, State Council Meeting, 1/4/2003. Second and Third weekend in October changed to First and Second weekend in October also deleted at the host city of the State Convention after the March meeting by Motion #111, State Council Meeting, 3/6/2010. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Added that the International Conv. COG Meeting will be held at a time that does not conflict with a Plenary Session. Removed two reference statements regarding what is stated in the MD27 C&BL. Added that special meetings may also be conducted electronically.

Council Offices, Committees and Representatives (was part of A-6)

HISTORY: Motion #108, COG 7/1/2018: Policy created during 2018 Policy Manual reorganization. Formerly part of the “State Council Offices-Method of Selection” Policy. Added that 1st VDGs/DGEs discuss positions in July and make their selections in October. All positions listed as bullets-added COG Secretary & Treasurer, added COG Committees: Finance, Merchandise, State Operations, Policy, & Editorial Board, added COG Reps to: BSMF, LPEF, Restoring Hope Transplant House, Leader Dogs for the Blind, MD27 Conv. & YE.

Council Offices - Method of Selection (was part of A-6)


DG Elect Orientation (was O-2)

District Financials: Dues Limitations and Tax Reporting (was B-9)


District Governor - Uniform Bidding Procedure (was A-11)

HISTORY: Adopted by Motion #66, State Council Meeting, 10/31/1998. Changed paragraph 4, Further, all District Governors are requested to place the advertisement for bid article in their respective District newsletter. To Further, the State Office is requested to place the advertisement for bid article in the State Lions Newspaper. And Changed date in paragraph 5 from February to January by Motion #116, State Council meeting, 3/6/2010. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Clarified vote will be taken during October COG weekend by incoming COG as to source for DG jackets. Added statements on VDG & PDG blazers.

District Governors - Uniform and Blazer Patches (was A-4)


District Operating Procedures (was S-1)


District Operating Procedures – Candidates for Office (was S-4)


District Operating Procedures – Geographic Breakdown (was S-3)


To return to the Table of Contents press Ctrl+Home
District Operating Procedures – Officers (was S-2)


Document Retention and Destruction (was A-20)

HISTORY: adopted policy 5/16/2013, by motion #104, COG meeting. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Replaced MD27 Exec. Assistant with State Office Staff. Added to the list of documents: Conflict of Interest signed statements, C&BLs, Emails. Removed item that “All other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year”. Added “/State Operations Committee” to the CC for consulting on any litigation. Added that “Documents will be destroyed using a secure disposal method (e.g., shredding, secure disposal service)”

Education Reimbursement for State Office Employees (was C-8)


Elections - Ballots (was H-1)

HISTORY: Reaffirmed by Motion #91, State Council Meeting, 10/10/1981. Automatic recount, storage and destruction of ballots, and creation of spoiled ballot table added by Motion #121, State Council Meeting, 1/03/2004. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Added “margin of victory” to 5 percent item. Changed All completed ballots will be “placed in a locked box with the Council Chair and Multiple District Elections Chair holding the keys” to “ returned to the State Office at the completion of the Convention by the State Elections Chair for temporary storage.”. Added in the item on spoiled ballots that they “will be returned to the appropriate District member of the Election Committee to receive a new ballot. The spoiled ballot will be accounted for by the Elections Committee and stored with the used ballots for future destruction.”

Elections - Multiple Vacancies (was H-2)

HISTORY: Motion #97, State Council Meeting, 3/7/1981. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Removed the preamble and summarized with “In the case of multiple vacancies to be filled for the same office”.

Employee Pension – All State Employees (was C-9)

First Vice District Governor (was O-1.1)


Helmer Lecy Sight Service Award (was Q-1)

HISTORY: Adopted by Motion #154, State Council Meeting 3/3/1996. Amended paragraph 4 to read International Director or most recent available Past International Director by MOTION #109, State Council Meeting 10/7/2006. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Application form was moved to a separate appendix and reformatted. Policy wording was revised but intent remained the same.

Highly Compensated Individuals (was A-21)

HISTORY: adopted Policy 5/16/2013, by motion #105, COG meeting. Motion #108, COG 7/1/2018: Policy eliminated during 2018 Policy Manual reorganization. No reason to have a policy saying “there is no need for this Policy”.

Inspection of Multiple District and Sub-District Records (was B-3)

HISTORY: Adopted by Motion #109, State Council Meeting, 2/6/1988. Motion #81, Council Meeting 5/15/14, Title of Policy B-3 to read “Inspection of Multiple District and Sub-District Records. Remove, by Motion #55, “however, the Constitution and By Laws are silent on this point”, State Council Meeting, 10/4/2014. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Removed requirement for each District Treasurer to submit their year-end financial records and District 990 tax form to the State Office.

International Convention – International Convention Committee (was R-1, Sec 5)

HISTORY: Policy moved from being a section of the MD Committee Operating Procedures Policy. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Added “at the start of odd (or even) numbered Lionistic years” to help define terms.

International Convention – Council Chair-Elect (was D-5)

International Convention - Council Expenses (was D-1)

HISTORY: Reaffirmed by Motion #126, State Council meeting, 5/7/81. Five day limit added by Motion #59, State Council meeting, 10/25/87. Expense claim requirement added by Motion #59, State Council meeting, 10/29/88. Attendance at District Governor’s Banquet replaced by parade requirement by Motion #159, State Council Meeting, 6/22/89. Attendance at District Governor’s Banquet restored by motion #29, State Council Meeting, July 23, 1989. Attendance at Friday evening Caucus added by Motion #29, State Council Meeting, 7/23/1989. Friday evening caucus changed to pre-election caucus and added candidate forum by Motion #47, State Council Meeting, 10/24/1993. Attendance at District Governor’s Banquet deleted by Motion #76, State Council Meeting, 2/7/98. Consignment payment added by Motion #16, State Council Meeting, 7/25/1998. Attendance at Plenary Sessions and waiver added by Motions #44 and #45, State Council Meeting, 7/17/2004. Requirement #6 waiver added by Motion #105, State Council Meeting, 10/9/2004. Council motion #69 dated 8/12/2005 to include the Council Chair for reimbursement of International Convention expenses. Add, by Motion #59, Number 1, “if held”, State Council Meeting, 10/4/2014. Council Motion #81, COG meeting 1/10/2015 to add CCE and Current Council (DG’s) be covered for expenses at Int’l Conv. Motion #120, 5/4/17 to change WI breakfast to Midwest breakfast and to remove #3., “Attended the pre-election caucus, if held”. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Reimbursement will be in accordance with the LCI “DGE Seminar Travel Reimbursement” vs the LCI “Rules of Audit”. Added “Attended any COG Meeting held in conjunction with the International Convention” and. Removed “Attended the Midwest Breakfast, if held” in the list of required attendance events. Noted the CC-E is exempted from being required to vote. Removed the note referencing the LCI C&BL and the DGs being voting delegates. Motion #65, COG 1/12/2019: Changed “DGs” to “COG” in 1st paragraph describing provisions for reimbursement. Revised language from a “reimbursement” to a “stipend” and pointed out the stipend is not intended to “make whole” the attendee. Removed that the dollar amount is based on the “LCI DGE Travel Reimbursement Policy” and that “reimbursement for lodging and meals will be limited to five days”. Added the guidelines for the stipend budgeting, dividing unused stipends, and the budgeted stipend amounts. Changed that “claims for reimbursement” are required to be submitted to “Payment of the balance of the stipend”. Moved “unless waived by the CC or his/her designee” from the requirement of attending all Plenary Sessions, to apply to all of the required items the COG & CC-E must participate in. Added the item that “Any COG member or CC-E who does not meet the requirements above will be required to return any advance payment that was made.”

International Convention - Hospitality Room (was D-3)

HISTORY: Established by Motion #52, State Council Meeting 10/12/1980. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Added that the room may also be used “potentially to organize Candidate campaign efforts”.

International Convention – International Director Candidate Expense (was D-2)


International Convention – Midwest Breakfast (was D-6)


**International Convention - Parade Entries (was D-4)**

**HISTORY:** Order of march approved by Motion #62, State Council meeting, 10/26/1985. Uniform requirements added by Motion #111, State Council meeting, 2/5/1989. Permission ad specifications for jacket added by Motion #59, State Council Meeting, 10/27/1990. Current design added on Motion # 73, State Council meeting 10/31/1992. White shoes and an approved hat added by Motion #185, State Council meeting, 3/1/2003. Changed from White Slack or skirt to Black slack or skirt by Motion #50 State Council meeting, 7/24/2010. White shoes changed to Black by Motion #51, State Council Meeting, 7/24/2010. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Added “The International Convention Committee will be responsible for all activities related to the parade.” Noted that the order of parade line-up (deleted “march”) will be: US and State flags, WISCONSIN banner carried by DGEs immediately followed by their spouses/companions, CC-E & spouse/companion, Dignitaries (included spouse/companions) & added “Current ID and spouse/companion, if any” PIDs and spouses/companions. Added allowing “below the knee capris”.

**International Convention - Wisconsin Caucus (was D-7)**


**International Headquarters Visitation - Council Expenses (was A-7)**

**HISTORY:** Motion #14, State Council Meeting, 7/3/1980. International Headquarters visit added by Motion #6, State Council Meeting, 5/13/1984. Deleted first paragraph pertaining to Leader Dog trip and added Council members be reimbursed for travel to Oak Brook, IL, one night Lodging and one lunch according to current rules of audit Motion #115, State Council Meeting, 3/6/2010. Add, by Motion #56, “day of visit will be the formal uniform”, State Council Meeting, 10/4/2014. Motion #42, State Council Mtg 10/2/2016 – to add mileage as a reimbursement when the Council visits LCI headquarters. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Added “Annual” to the Policy title. Spouses/companions added to eligible visitors & reimbursement. Removed Day of visit uniform as it is the discretion of the CC.

**LCI Allowable and Disallowable expenses (was B-10)**

**HISTORY:** Policy adopted 10/4/2014, by Motion #58, State Council Meeting. Motion #44, State Council Mtg 10/2/2016 – Will no longer maintain the list of Allowable and Disallowable expenses. Motion #108, COG 7/1/2018: Policy eliminated during 2018 Policy Manual reorganization, as of 2016 the list was no longer maintained.

**Lioness Affiliate District Constitution (was P-3)**

**HISTORY** Adopted by Motion, State Council meeting 6/25/1992; Amended by Motion #49, State Council meeting 7/25/1998; Adopted as a Multiple District Policy by Motion #100, State Council meeting,
10/11/2003. Motion #ABCDE, COG 7/1/2018: District Constitution was moved to the State Web Site during 2018 Policy Manual reorganization. Motion #84 COG 3/2/19: Deleted the Standard Affiliate District Constitution (former policy P-3) to comply with LCI 2018-19 Board Policy Chapter V, Item 1.3: “The board of directors shall and hereby does withhold official recognition of any proposed Lioness club entity other than local affiliate clubs.”

**Lioness Club Constitution (was P-2)**

HISTORY: Adopted by Motion #152, State Council Meeting 6/25/1992. Motion #ABCDE, COG 7/1/2018: Club Constitution was moved to the State Web Site during 2018 Policy Manual reorganization. Motion #84 COG 3/2/19: Removed all references to Lioness structure beyond the club level to comply with LCI 2018-19 Board Policy Chapter V, Item 1.3: “The board of directors shall and hereby does withhold official recognition of any proposed Lioness club entity other than local affiliate clubs.”

**Lioness Club Program – Sanctioning and Implementation (was P-1)**

HISTORY: Adopted by Motion #39, State Council meeting 7/26/1992. Lioness Chair changed to Lions Affiliate Clubs Chair by Motion # 106, State Council meeting, 2/5/1995. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Policy name was “Statement of Policy-Lioness Club Program”. Added “The Motto of the Lioness Club Program is “We Serve Together”. Under Constitution, removed “, and all amendments thereto. The Council of Governors COG of Multiple District 27 only, shall will have power to amend the Standard Lioness Club Constitution”. Under Sponsorship, removed A Lions club may sponsor a Lioness club that meets the requirements of Lioness membership” (repeated info). Under Operating Procedures, removed “Evidence that a license to use the Lioness emblem has been granted by Lions Clubs International.” (LCI no longer licenses Lioness), added “The DG will forward the request to the CC.” and removed “other merchandise in the official supply catalog and club materials from the Lions Clubs International LCI in accordance with procedures established from time to time by Lions Clubs International.” Under Lioness Club Liaison, changed “incoming officer form” to “New Club Officer Reporting Form LC-02” and removed “Responsibilities of this position include details on the current membership of the Lioness Club” and “Copies of both reports are to be submitted to the district governor and Lions Affiliate Club District.” Removed two “Additional Statements” relating to “Lions Affiliate Clubs District Chair” and “Lions Affiliate Clubs Associate District Chair” as the positions were eliminated.

**Lions Affiliate Clubs MD27 State Convention Committee (was F-4)**

HISTORY: Adopted by Motion #110, State Council meeting, 2/6/1988. Amendment to wordage by Motion #114, State Council Meeting, 3/7/1992. Amendment to wordage by Motion #79, State Council Meeting, 10/31/1992. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Per confirmation with the Lioness, removed the items that each District would have a representative, the years Districts would appoint someone, and that they would select their chair. Added “the WI Lions Affiliate Presidents State Advisory Committee will appoint a MD27 State Convention Lioness representative to the Convention Host Committee”. Motion #83 COG 3/2/19: Deleted entire Policy due to LCI Policy on no Affiliate structure beyond the club level.

**Lions Eye Bank of Wisconsin Representative - Expenses (was A-15)**


To return to the Table of Contents press Ctrl+Home
eliminated during 2018 Policy Manual reorganization. LEBW rep reimbursement was moved under DG Representatives reimbursement policy.

**Lions International Contests (was L-2)**

*HISTORY:* Policy adopted by Motion #111, State Council Meeting, 1/12/2002. Motion #106, Council of Governors meeting 3/7/2015 to include changing the title to “Lions Int’l Contests” and add the Essay contest and Environmental contest and/or any other approved contest by Lions Int’l. Motion #118, 5/4/17 to remove Environmental Photo Contest as it is no longer available with LCI. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Summarize two preamble paragraphs into one. Added “For each official contest, the CC will arrange for the placement of the winning entries on the MD27 web site/social media.”

**Mailing Lists (was M-1)**

*HISTORY:* Motions #75 and #7, State Council Meeting, 2/7/1981. Final sentence added by Motion #94, State Council Meeting, 3/10/1990. Individuals for International office added on Motion #82, State Council Meeting, 11/1/1992. Lions Eye Bank added by Motion #55, State Council Meeting, 7/24/1999. Inclusion of one-time usage, specification of labels only and the requirement of exact materials being mailed added by Motion #181, State Council Meeting, 3/01/2003. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. In opening paragraph changed “members” to “Lions contact information” and added “/organization” to “person”. Added “COG will review requests from organizations and allow the furnishing of mailing lists by the State Office to individuals or groups using the lists for approved fundraising or informational purposes.” Under “List Requests” added “phone number and email” to the requestor info required. Added that incomplete returned requests will include” submitter noting that COG action will not be taken on incomplete requests.” Added the list that do not require COG approval to receive available information for Club Presidents and Secretaries: “Clubs bidding for statewide events, Individuals seeking International office, State Projects or Programs, and MD27 State Convention”. Removed the items regarding: the supplying of mailing labels, and authorizing the purchase of mailing lists from LCI. Added “Request Fulfillment - State Office Staff will download the most recent contact information from MyLCI and supply it electronically to the requestor within 15 days of the request being approved.”

**MD27 Chairmen required by Lions Clubs International (was N-5)**


**MD27 Committee & DG Reimbursement Submissions (was B-6)**

*HISTORY:* Adopted by Motion #89, State Council Meeting, 2/4/1990. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Title was “MD27 Committee Expenses”. Added that expense claims must be submitted by July 15th (was 30th). Added that claims submitted beyond the 60-day and July 15th timeframe will not be reimbursed.
MD27 Committee Operating Procedures (was R-1)


MD27 COG Budget Committee (was B-8)

HISTORY: Adopted by Motion #161, State Council Meeting, 2/26/2005. Changes by Council Motion #193 on 7/2/2006 as (State Executive Secretary was replaced by Council Chair) Drop word “incoming” before Council Chair by Motion #139, State Council Meeting, 3/4/2007. Added Incoming before Council Chair and deleted in paragraph 4 Council Chair and replaced it with outgoing Council Treasurer shall be the Chair of the committee and call the meetings by Motion #119. State Council meeting, 3/6/2010. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Changes to makeup of the Committee: One vs. two sitting DGs, added the incoming COG Treasurer, one vs. two DG-E/1st VDG

MD27 GMT and GLT Coordinators and State Teams – Expenses (was B-5)


MD27 Lions Affiliate Clubs - State Advisory Committee (was N-1)


MD27 Per Capita Billings (was B-2)

**MD27 Public Relations Coordinator (was N-8)**

HISTORY: Policy adopted by Motion #183, State Council meeting, 3/01/2003. Motion #79, Council Meeting 1/11/14 to change wording of policy N-8 to read “the adhoc evolving communications cmte will now become the combination of newspaper, IT and public relations, and the public relations coordinator will now become the overseer of all these groups. Motion #108, COG 7/1/2018: Policy moved but not changed during 2018 Policy Manual reorganization.

**MD27 State Convention - Dignitaries Funds and Fees (was F-1)**

HISTORY: Motion #83, State Council Meeting, 2/7/1981. Amended by Motion #168, State Council Meeting 7/8/1993. Added Registration and rewording of the different tickets provided by Motion #127, State Council Meeting 2/6/1999. Rewording of the different tickets to reflect convention changes and elimination of Leader Dog Representative by Motions # 131 and #132, State Council Meeting 2/3/2001. Inclusion of “and guest” added by Motion #119, State Council Meeting, 1/03/2004. Council meeting motion #70 Date 8/12/2005 to amend this policy to include the Council Chair. Eliminated State Secretary/Treasurer from list and amended list to include President of the WI Eye Bank, by Motion #64, State Council Meeting 7/19/2008. State Convention Coordinator added to Dignitaries Hospitality Tickets by Motion #140, State Council meeting 3/5/2012. Motion #77, State Council Meeting, 3/2/2013, reword first sentence to include registration and tickets for all convention sponsored meals. Motion #119, State Convention Council Meeting 5/15/14, to remove F-1 #8, State Convention Coordinator from expense list. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Now part of State Conv. “Funds and Fees” Policy. Replaced “tickets” with “fees” for meal. Changed “or guest” to “/companion”. Changed “International Speaker” to “LCI guest”.

**MD27 State Convention - Pin Trading (was F-7)**

HISTORY: Adopted by Motion #109, State Council Meeting, 1/26/1997. Revised by elimination of a Lions Pin Traders Club representative, determination of responsible party for table costs, establishment of trading hours, inclusion of the Lions Clubs International pin selling cost policy and removal of signed agreement, Motion #180, State Council Meeting, 3/1/2003. Housekeeping changes, 3/2/2013, Convention Host Corporation changed to Convention Host Committee. Motion #89, 6/19/16 State Council Meeting, adding who would be allowed tables and at what cost. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Changed that instead of each pin trader and the LPTCW receiving one complimentary table to “Each pin trader will be charged ½ the cost the facility charges the Host Committee for a table. The quantity of tables the pin trader wants to reserve must be submitted by the published deadline and on the appropriate form. The total table charge must be paid at the time the tables/chairs are reserved.

**MD27 State Convention - Registration Fee (was F-5)**

HISTORY: $1.00 registration fee first charged at the 1984 State Convention in La Crosse. Allocation of 25 cents per registration to host club approved by Motion #82, State Council Meeting, 2/2/1985. Incorporation into the Policy Manual authorized by Motion #9, State Council Meeting, 7/22/1989. Added paragraph regarding rental cost by Motion #116, State Council Meeting, 5/19/1994. Added paragraph regarding cost of a Friday noon luncheon speaker by Motion # 122, State Council Meeting, 2/4/1996. Registration fee increased to $2.00 and allocation modified by Motion #76, State Council Meeting, 10/6/2001. Amended wording to reflect change from Convention Corporation to State Convention Committee, eliminated registration fee split between Multiple District & host corporation, as well as
other rental charge money matters related to host corporation, by Motion #66, State Council Meeting 7/19/2008. Add Fifty (50) cents from each registration shall be allocated to the Convention Host Corporation; and $1.50 shall be retained by the Multiple District. Remove State Convention Committee and replace it with Convention Host Corporation; Add the amount retained by the corporation will be no more than the rental charge, add if the amount collected along with amounts remaining from prior years, is less than the rental charge, the Convention host corporation will be responsible for the shortage by Motion #46, State Council Meeting, 7/24/2010. Registration fee changed to $15.00 for each delegate and guest in attendance at the State Convention; $8.00 to Speaker Fund, per Membership Chair, May 2011. COG meeting May 16, 2013 (state convention), Motion #106 – change policy to read that $1.50 from each $15.00 registration fee will be retained by the MD and the purpose for which the money will be used will be annually determined by the Council. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Registration fee now part of State Conv. Funds & Fees Policy. Set the maximum registration fee at $18, added “To encourage early registration and to assist in estimating the needs of the Convention attendees, an additional $2 fee may be added to the registration and other individual fees a maximum of 30 days before the start of the convention.” Added “A “No Refunds After” date may be set a maximum of 15 days before the start of the Convention.” In regard to the $1.50 withheld from each registration, changed the fee will be “retained by the MD” to “remitted to MD27 by the Convention Host Committee.” and “The COG will determine at the March COG Meeting what Lions cause the funds will be dedicated to; or if no action is taken, the funds will be turned over to the MD27 Reserve Fund.” Removed the item “the registration fee can be increased by the COG to cover the expense of a speaker at the Friday noon luncheon.”

**MD27 State Convention - Sale of State Merchandise (was F-2)**

**HISTORY:** Motion #114, State Council Meeting, 6/29/1977 specifically denied any profit to the Convention Corporation. Changed by motions #81 and #82, State Council Meeting, 2/7/1981, but later changed back by mutual consent of the Council and the Convention Corporation. Amended wording to reflect change from host corporation to State Convention Committee, by Motion #65, State Council Meeting 7/19/2008. Remove State Convention Committee and replace with Host Corporation by Motion #45, State Council Meeting, 7/24/2010. Housekeeping changes, 3/2/2013, Host Corporation changed to Convention Host Committee. Motion #46, State Council Mtg 10/2/2016 – recommend the State authorized vendor be at the State Convention in order to make the “uniforms” available. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Removed “but rather has contracted with a vendor” and “in order to make the “uniforms” available”.

**MD27 State Convention – International Guest/Speaker (was F-6)**

**HISTORY:** Policy adopted by Motion #106, State Council Meeting, 2/2/1991. Exception established by Motion #96, State Council Meeting 2/2/1992. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Removed the preamble regarding what past practice has been in securing an International guest speaker. Revised to say “As covered in the CC duties in this Policy Manual, the CC will work with the ID/IPID to secure an International Guest/Speaker for the State Convention.”

**MD27 State Convention – Speaker Merchandise Sales (was F-8)**

MD27 State Convention Coordinator (was F-10)

HISTORY: Policy adopted by motion #75, State Council meeting 1/7/2012. Previsions added to State Convention Coordinator Reimbursement, #1 (B) by Motion #140, State Council Meeting 3/5/2012. State Council Meeting, 5/16/2013, by motion #107, changes made to policy F-10 along with the title change of “State Convention Coordinator”. Motion #121, State Convention Council Meeting 5/15/14, replace policy F-10 with a complete new version. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Add to the item on future site inspections “recommendations to the COG”. Add an item to “Confirm the appointment of a Lioness Representative and ensure they are included on the Convention Planning Committee.” Expense reimbursement was moved to the Finances and Expense Reimbursement Policy, and added that the four nights lodging is “in a standard room”, includes mileage, and host committee meetings would be reimbursed for “mileage and one meal”.

MD27 State Convention Corporation - Host Governor Expenses (was F-3)


MD27 State Convention Election Committee (was F-13)

HISTORY: Policy adopted by Motion #74, State Council Meeting, 1/7/2012. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Added that voting will also be in accordance with the “LCI C&BL”.

MD27 State Convention Fund (was B-1)


MD27 State Convention Host Committee & Facility Requirements (was F-11 & F-14)

HISTORY: Policy adopted by Motion #43, State Council Meeting 7/21/2012. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Combined Host Comm. Responsibilities and Facility Requirements into one Policy. Changed “Provide” a block of rooms to “Reserve”. Changed “State distinguished guests” to “Dignitary Housing”. Added that “This block of rooms will be open to all convention attendees on February 1st”. Added under name badge item: “at a minimum”, “the registrants name and any current office title beyond the club level; the name of the club they belong to”. Removed “whether the registrant is a Delegate or Alternate Delegate” from the name badge item. From the item on Convention meals, removed “to be served as part of the convention program”. Added “or equivalent event” to item on Dignitary Reception. Removed “and corsages and boutonnieres” from the item regarding flowers and the list of people requiring flowers. Removed “Verify MD is reimbursed the MD portion of the registration fee defined in Policy F-5”. Changed “Cost Responsibilities of Hosting” to “Host Committee Revenue” and noted “Convention pin sales fees” and “Golf registration fees” under fees that must be approved by the COG. Under “Bidding” added that bids
must be received “30 days” prior to January COG meeting and provided an example of 3rd year before timing. Under “Host Hotel & Space Requirements” added “and transportation if required” (between facilities). Replaced “Ingress” and “egress” with “entrance” and “exit”.

**MD27 State Convention Parliamentarian Committee (was R-1, sec 4)**

History: Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Policy moved from being a section of the MD Committee Operating Procedures Policy. Added that the Parliamentarian will be “recommended by the CC and” (appointed by the COG “at the July COG Meeting”, replacing “prior to the opening of the Convention.”

**MD27 State Convention Site Inspection Committee (was F-12)**

HISTORY: Policy adopted by Motion #83, State Council Meeting, 1/8/2011, to revise Policy F10 and F11 to now be F12 and read State Convention Site Inspection Committee. Letters “a” through “f” have also been revised to read as above. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Added “with the term of office beginning in” to the term of office item. Under invitations item changed “Clubs” to “groups”. Under item regarding mileage reimbursement added, “to inspect potential sites”. Changed that committee will investigate all “invitations” with “bids”.

**MD27 State Convention Sergeant-at-Arms Committee (was R-1, sec 2)**

History: Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Policy moved from being a section of the MD Committee Operating Procedures Policy. Replaced “shall be responsible for the maintenance of” with “Committee will work with the State Convention Coordinator and the State Host Committee to assure”. Removed “business sessions; District meetings; banquets, etc.”. Removed “shall inspect the Convention Hall and see that everything is in readiness for the Convention sessions; assist the presiding Governor in keeping order during the sessions, in calling the sessions and Convention functions on time, and in closing the sessions.” and “At the Convention sessions, the Sergeants-At-Arms are stationed at the doors to the Convention Hall to receive wires, messages, inquiries, etc.,” and “It is also their duty to see that all ushers receive proper instructions and that they perform the duties assigned to them, such as properly seating the Delegates, Alternates, Visitors; distributing song sheets; etc.”

**MD27 State Convention Song Leader & Sergeant-at-Arms Chair (was N-6)**


**MD27 State Convention Tailtwisters Committee (was R-1, sec 3)**

History: Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Policy moved from being a section of the MD Committee Operating Procedures Policy. Reworded the three items to reflect the current operating procedures of the committee adding that the containers and stickers will be made available by WLF.

**MD27 State Convention - Campaign/Promotion Materials (was F-9)**

HISTORY: Policy adopted by Motion #191, State Council Meeting, 4/22/2005. Amended to reflect change from convention host corporation to State Convention Committee, by Motion #67, State Council
Meeting 7/19/2008. Remove State Convention Committee and add Convention Host Corporation, by Motion #47, State Council Meeting, 7/24/2010. Motion #78, COG meeting 3/2/2013, change Convention Host Corporation to read MD27 Sergeant at Arms shall be responsible for enforcement of this policy. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Removed the preamble regarding the C&BL remaining silent on the issue. Changed meal “times” to “functions”.

Non-Discrimination Policy (was S-6)


Policy & Procedure Manual Submission Guidelines (was G-2)

HISTORY: Policy adopted by Motion #41, State Council Meeting, 7/21/2012. 5/16/2013, added #3 and changed #1 and #2 to add the word Policy. Motion #115, 5/4/17 added that the Policy Cmte will work with the State Const & By-laws Cmte to ensure that there is no conflict with the MD27 Constitution or Intern’l Constitution. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Reworded the current paragraphs into numbered items.


HISTORY: Policy adopted by Motion #108 COG 7/1/2018

Purchase Authorization - Lions Clubs International (was B-4)


Research and Long Range Planning Committee (was N-2)


Resolutions Committee – Recommendations (was G-1)


Second Vice District Governor (was O-1.2)


Special Committee Meetings – Council Expense (was A-17)

State Directory – Availability (was J-2)


State Directory – Contents (was J-1)


State Meetings – Accommodations (was A-14)

HISTORY: Policy adopted by Motion #110, State Council Meeting, 1/12/2002. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Responsibility for arranging for the meeting and lodging accommodations was assigned to the State Office Staff under the supervision of the CC. Added that the MD27 GLT Coor. will work with the CC to set the next year’s COG Meeting dates by September 1.

State Office Communications: Death Notice (was C-4)

HISTORY: Past practice has been to send letters when a Past District Governor died. Reaffirmed and expanded by Motion # 61, State Council Meeting, 2/5/1994. Spouse of Past District Governor added with cost being paid by PDG Organization added by Motion #63, State Council Meeting, 9/30/1995. Fax
number and E-mail address added by Motion #73, State Council Meeting, 10/6/2001. Clarification of e-mail address by Motion #91, State Council Meeting, 10/12/2002. Removal from mailing lists by Motion #118, State Council Meeting, 3/4/2007. By Motion #80, COG meeting 1/10/2015, Section 1: update notification list to include IVDG, IVDGE, 2VDG & 2VDGE. Section 2: The state office will notify any DGE’s of any PDG’s or PID’s in their district who do not have an email, Section 3: removed entirely. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Specified that notices will be emailed. Added PID & spouses to the eligible death notice list

**State Office Communications: MD27 State Convention - Headquarters Reservations (was C-5)**

**HISTORY:** This has been the past practice. Reaffirmed by Motion #62, State Council Meeting, 2/5/1994. Affiliate Clubs District Presidents/Associates added by Motion #75, State Council Meeting, 9/30/1995. Adjusted wording to indicate change from host corporation to State Convention Committee, by Motion #63, State Council Meeting 7/19/2008. Motion #129, State Council meeting 5/14/2015 to add “electronic communications” to policy C-5. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Added 2nd VDGs to the email notification list.

**State Office Communications: Wisconsin PDGO Mailings (was C-6)**

**HISTORY:** This has been the past practice. Reaffirmed by Motion #63, State Council Meeting, 2/5/1994. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Added email communications, and defined the cost as the hourly rate for clerical labor.

**State Office Secretary - Position Description (was C-7)**


**State Operations Committee (was N-10)**

**History:** Adopted 3/12/16. Motion #93, 6/19/19 State Council Meeting. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Added the “CC-E once elected” to the Committee. Created a chart format of the Committee Members (deleting a paragraph format) and added the “Committee Rotation”. Added “December 15th” and “January COG Meeting” to the item on Potential Committee members. Removed “If required, and with approval of the Council, a face to face meeting may take place. The location will be determined by the Council Chair”. Motion #34, COG 10/6/2018: Added a representative from the current COG to the Committee Member table.
**State Pins - Design Contest and Supplier Selection (was K-1)**

HISTORY: Adopted by Motion #30, State Council Meeting, 7/27/1980. Revised by Motion #38, State Council Meeting, 7/24/1983. Replaced Council of Governors with State Pin Committee in Rules #1, #2, and, added December 31 deadline, and added section on design criteria, Motion #40, State Council Meeting, 7/17/2004. Motion #200 dated 7/2/2006 provided for a pin series up to 5 years. Motion #90, State Council Meeting 6/19/16 to hold a pin design contest as deemed necessary, delete all rules except “The contest shall run from July 1st to Dec 31st”. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Replaced “as deemed necessary” with “during the Lionistic year before the current pin series ends”. Added that the contest “will be publicized in the State publication in the July/August, October and December/January issues.” Added to the criteria for pin design “Each pin in the series will show the name of the state, the year, and the LCI logo, and the series theme.” Added to criteria items “Trading Pin Design Selection: The State Pin Committee will select a pin series and” (recommend the series to the COG for final approval). & “In the event of a special year in Lion’s history, a special commemorative pin may be inserted into an agreed upon series of pins upon final approval from the COG.” Clarified the Supplier Selection and Ordering steps.

**State Pins – Distribution of Pins and State Buttons (was K-2)**

HISTORY: Motion #106, State Council Meeting, 3/8/1981. Modified by Motions #110, State Council Meeting, 2/6/1983 and #138, State Council Meeting, 3/6/88. Allocation of 50 pins to International Manager deleted by Motion #78, State Council Meeting, 10/27/1990. Policy modified by Motion #151, State Council Meeting, 6/25/1992. Pin distribution clarified and stick-on distribution added by Motion #65, State Council Meeting, 2/5/1994. Added allotment for stick-ons for International Director or International Director Candidate to 1,000 on an annual basis by Motion #130, State Council Meeting, 3/2/96. Motion #201 dated 7/2/2006 replace State Executive Secretary with Council Chair. Motion #91, State Council Meeting 6/19/16 to add Lioness and Leo’s to first paragraph along with Add’l pins may be distributed. Second paragraph change to attendee pin distributed only to Lions attending the Int’l Convention. Quantity of pin distribution changed from 50 to either 25 or 15. Word Stick-ons changed to buttons. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Added “Specific details of the distribution will be coordinated between the State Office Staff and the MD27 International Convention Coordinator.” Removed “Pins shall not be distributed to or for Lions who are not in attendance at the International Convention.” In distribution item, added “to trade at the International Convention.” Added the entire procedure for DG Consigned Pins. Under “Wisconsin State Buttons” removed reference to distributing to Lions attending Midwest Breakfast, and that the coordination of the quantity and distribution will be coordinated between the State office staff and the International Convention Coordinator. Changed the number of buttons given to the ID or Endorsed ID Candidate from 1,000 to 1,5000.

**State Pins - Price of Non-Current Year State Pins**

HISTORY: Adopted 10/6/18. Motion #36, 10/6/18 COG Meeting:

**State Prestige Pins (was K-3)**

HISTORY: Policy formally adopted by Motion #41, State Council Meeting, 7/17/2004. Motion #92, 6/19/16, State Council Meeting, to delete Policy K-3 as these pins are no longer available. Motion #108,

**State Publication – Advertising (was J-6)**

HISTORY: Items #1 and #2 established by Motion #229, State Council Meeting, 7/1/1982. Item #3 added by Motion #125, State Council Meeting, 3/12/1983 and revised by Motion #147, State Council Meeting, 7/2/1987. Item #4 added by Motion #126, State Council Meeting, 3/12/1983. Item #5 added on Motion #58, State Council Meeting, 10/26/1991. Rate revised effective 7/1/1993 by Motion #68 and #69, State Council Meeting, 10/31/1992. Frequency discounts and Item #6 added by Motion #64, State Council Meeting, 2/5/1994. Item #3 rate revised by Motion #42, State Council Meeting, 7/21/01. Item #7 pertaining to Host Clubs/Districts added by Motion #146, State Council Meeting, 1/15/2005. New rates and guidelines added upon conversion to Newspaper by Motion #92, State Council Meeting, 10/6/2007. Item V of Part B Section 1 added by MOTION #165 and also to drop the “s” from Leos. State Council Meeting 5/15/2008. Added b. Paid advertising may only run in the general news sections of the Wisconsin Lion by Motion #125, State Council meeting, 3/6/2010. J-6 e, which stated the convention cmte spend $1000 in the newspaper, be removed by motion #118, State Convention Council Meeting 5/15/2014. Motion #98, 6/19/16 State Council Meeting, added under Display Advertising: No more than 2 pages of any WL should be devoted to paid advertising. Advertising will be accepted to the limit on a first come first run basis. State Convention promotion does not count against this total. Page 2 of 2, all advertising rates changed. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Now part of Communications – MD27 Publication Policy. Reworded item regarding free publishing of Fellowships to “Melvin Jones, Birch-Sturm, Knight of Sight and Ray Hempel Fellows will be listed with a photo at no charge.”

**State Publication – Editing of Articles Submitted (was J-8)**


**State Publication – Editorial Content (was J-4)**


HISTORY: (Formerly J-10) Adopted by Motion #97, State Council Meeting, 10/31/1998. Motion #199 dated 7/2/2006 change State Executive Secretary in Item 4 to Council Chair.
HISTORY: New policy approved upon conversion to Newspaper by Motion #92, State Council Meeting, 10/6/2007.


State Publication – Complimentary Copies (was J-7)


State Publication – Overview & Responsibilities (was J-3)

HISTORY: New policy approved upon conversion to Newspaper by Motion #92, State Council Meeting, 10/6/2007. Added The Board will be chaired by the Council of Governor’s Newspaper Chair and will include representatives from the following:

Council of Governors (2) – Newspaper Chair & it is recommended that the second COG member be a 1st Vice District Governor who would move into the Chair the following year.

One each from the following: Wisconsin Lions Foundation, MD27 MERLOW team, MD27 PR Chair, Wisconsin Lions Eye Bank

Wisconsin Lion Editor/Designer

Also added training in g. and added j. Solicit annual printer and editor/designer bids in time to review and make recommendations for the Council of Governor’s Fall Council Meeting

Also added “W” in MERLO by Motion # 123, State Council meeting, 3/6/2010. Section 4 revised by Motion #164, 5/17/2012 to exclude MD27 MERLO team and PR Chair, and include: One of each with a three year term: MD27 GLT and MD27 GMT, and add “All the Board Appointees would have to be confirmed by the Council of Governors”. Motion #80, 5/2/2013, to approve Policy J-3, Section 4 as presented in the reports with the addition of “All Board appointees will be confirmed by the Council of Governors”. Motion #95, 6/19/16, State Council meeting, to list Wisconsin Lion as a 10 issue publication, added Section 3c, and change the chair to be the WI Lion Chair. Change j. to read recommendations for the COG “May” Council Meeting. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Now part of Communications – MD27 Publication Policy. Rewarded the preamble under “Authority” to say “The COG has the power to designate the official MD27 publication and to negotiate and enter into a written contract for a period not exceeding three years for supervision, printing, design and editing of the publication.” Changed “Contributing” editors to “District”. Removed
“with a three year term” for the MD27 GLT, GMT (and added GST), and removed “Wisconsin Lion Editor /Designer would report to the committee.”

State Publication – Submission Deadlines & Guidelines (was J-5)

HISTORY: New officer, new member mentions Adopted by Motion #100, State Council Meeting, 2/2/1992. New policy approved upon conversion to Newspaper by Motion #92, State Council Meeting, 10/6/2007. Motion #79, 3/2/2013 COG Meeting to approve changes to add last 2 paragraphs to Policy J-5, regarding memorials/obituaries. Remove, by Motion #62 “or of special interest” in paragraph 3 under section 2, State Council Meeting, 10/4/2014. Motion #97, 6/19/16 State Council Meeting, added to section 2: photos should show lions providing service, non action photos may not run more than one column wide. Group photos of the new Lions and their sponsors may be published more than one column wide as space provides. Motion #47, State Council Mtg 10/2/2016 – add the use of 1st person under section 2, and paragraph on Religious References. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Now part of Communications – MD27 Publication Policy.

State Youth Exchange Committee (was N-3)


Support of Statewide Lions Causes – MD27 Projects, Programs, and Initiatives (was L-1)

HISTORY: Reaffirmed by Motion #201, State Council Meeting, 5/6/1982. Policy has been in force for many years. Revised to include programs, application process and deadline and annual review at May Council meeting by Motion #184, State Council Meeting, 3/01/2003. Motion #117, 5/4/17 to remove Article IV, Section 7 and that all proceeds must go to the WLF. Add that all applications must be received in the State Ofc 30 days prior to the State Conv. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Policy was named “Fund-Raising Projects or Programs”. Policy was completely rewritten to better define MD27 Projects and Programs and also include a definition of MD27 Initiatives. Guidelines for when and how Projects, Programs and Initiatives would be approved was also defined. Motion #80, COG 3/2/2019: Removed Restoring Hope Transplant House from list of Programs as it had never been officially approved.

Support of Statewide Lions Causes – MD27 Permission To Solicit Funds

HISTORY: Motion #108, COG 7/1/2018,

USA/Canada Lions Forum – Expenses (was E-1)

Executive Secretary. Motion #108, COG 7/1/2018: Policy eliminated during 2018 Policy Manual reorganization due to the fact it simply stated something will not be done.

USA/Canada Lions Leadership Forum Public Relations Chair (was N-7)


Vice District Governor - Uniform and Blazer Patches (was A-12)

HISTORY: Policy adopted by Motion #168, State Council Meeting, 3/6/1999. Clarification of Spouse/Partner in service uniform. Motion #87, State Council Meeting, 10/9/1999. Clarification of order date for crests and provision for name badges added by Motion #146, State Council Meeting, 3/2/2002. Wording adjusted to removed requirement that VDG pay for crest at their own expense and removed the requirement that female VDG wear a tie, by Motion #62, State Council Meeting 7/19/2008. Eliminated introduction paragraph regarding an optional uniform, added clarification wording regarding no replication of other WI Lions official uniforms, and stated that a comparable uniform for spouses is optional by Motion #119, State Council Meeting, 10/4/2008. Added 1st to all Vice District Governors and added in paragraph four, 1st and 2nd Vice District Governor and spouse at their own expense by Motion #117, State Council meeting, 3/6/2010. Third paragraph revised to read at Multiple District expense by Motion #69, State Council Meeting, 10/9/2010. Motion #94, 6/19/16 State Council meeting, to add 2nd VDG to paragraphs along with the 1st VDG’s. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Revised policy to follow the format of the DG uniform policy.

Whistle Blower (was A-18)

HISTORY: Adopted policy 5/16/2013, by Motion #102, COG meeting. Motion #108, COG 7/1/2018: Policy reworked during 2018 Policy Manual reorganization. Removed verbiage saying the procedures for anyone who retaliates against a whistleblower are in the MD27 C&BL due to the fact no such procedure is outlined in the current MD27 C&BL.

Wisconsin Lions Foundation Representative – Expenses (was A-8)


Wisconsin Lions Youth (Exchange) Camp (was N-4)


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Women in MD27 Lions Clubs (was S-5)


Youth Exchange Camp Visitation – Council Expense (was A-16)


END OF HISTORY ARCHIVES

END OF MD27 POLICY AND PROCEDURE MANUAL